

Summary of Changes

USMEPCOM Regulation 601-23
Personnel Procurement
Enlistment Processing

This major revision, March 26, 2009, has policy and administrative changes. Specifically, this revision -

- Deletes the following USMEPCOM Forms: 601-23-6-E through USMEPCOM Form 601-23-19-E, and replaces these forms with USMEPCOM Accession Verification Packet checklists available on the US Military Entrance Processing Command Intranet (MEPNET): J-3/MOP; Divisions; Home Page.
- Clarifies the United States Military Entrance Processing Command (USMEPCOM) Commander's Intent in regard to supporting the Recruiting Service Liaison/Guidance Counselor Service(s) (par. 2-1).
- Adds the military entrance processing station (MEPS) requirement to update the United States Military Entrance Processing Command Integrated Resources System (USMIRS) local tables after the Annual MEPS Operating Schedule is published (par. 2-1).
- Clarifies guidance on accepting discharge order when no DD Form 214 (Certificate of Release or Discharge from Active Duty), or DD Form 215 (Correction to DD Form 214) exists (par. 3-3(f)).
- Clarifies the requirement for a DD Form 368 (Request for Conditional Release), and adds the procedures to change valid thru dates on this form (par. 3-3(g)).
- Identifies check-in procedure requirements for Remote Centralized Test Scoring (R-CTS), (par. 3-2(a)(2)).
- Clarifies the MEPS-to-MEPS packet transfer procedures to state the losing MEPS will maintain a copy of all documents until the gaining MEPS receives the applicant's packet. Any originals not shipped with the applicant will be forwarded to the recruit training center (RTC) upon receipt from the losing MEPS (par. 4-8).
- Updates the USMEPCOM Commander's Welcome Briefing to establish who may administer the briefing at the MEPS (par. 5-2)
- Clarifies the USMEPCOM Commander's Modified Welcome Briefings to identify when the briefs are administered, by whom, and in what manner (par. 5-3).
- Clarifies alien registration number (ARN)/social security number (SSN) verification procedures (par. 5-4).
- Clarifies processing procedures for alleged improper recruiting practices disclosures to ensure the specifics of the case are not annotated on the USMEPCOM Form 601-23-E (par. 5-11(c)).
- Combines the Department of Defense (DoD) Separation Policy and Restrictions on Personal Conduct in the Armed Forces to be presented as one briefing, titled the DoD Applicant Briefing on Separation Policy and Restrictions on Personal Conduct in the Armed Forces (par. 5-13).
- Adds the requirement to distribute Department of Veterans Affairs (VA) Pamphlet 21-00-1, (A Summary of VA Benefits) to applicants when entering the Delayed Entry Program/Delayed Enlistment Program (DEP) or accessing into Reserve/National Guard (par. 5-15(d)).
- Renames the Entrance National Agency Check (ENTNAC) to Personnel Security Investigation (PSI) (par. 6-1).
- Adds the use of the Background Investigation Reports (BIR) program to the PSI submission process (par. 6-1).
- Adds the Customer Satisfaction Survey (CSS) to the Red Carpet Treatment policy (par. 9-4).

March 26, 2009

*USMEPCOM Regulation 601-23

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Regulation
No. 601-23

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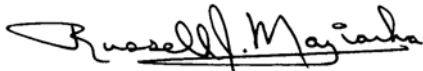
Effective: May 4, 2009

**Personnel Procurement
ENLISTMENT PROCESSING**

FOR THE COMMANDER:

OFFICIAL:

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DISTRIBUTION:

A (Electronic distribution only)

Summary. This regulation encompasses current policy and regulatory guidance for operations of military entrance processing station (MEPS).

*This regulation supersedes USMEPCOM Regulation 601-23, February 23, 2007. It rescinds USMEPCOM Form 601-23-6-E, November 2004; USMEPCOM Form 601-23-7-E, November 2004; USMEPCOM Form 601-23-8-E, November 2004; USMEPCOM Form 601-23-9-E, November 2004; USMEPCOM Form 601-23-10-E, November 2004; USMEPCOM Form 601-23-11-E, November 2004; USMEPCOM Form 601-23-12-E, November 2004; USMEPCOM Form 601-23-13-E, November 2004; USMEPCOM Form 601-23-14-E, November 2004; USMEPCOM Form 601-23-15-E, February 2005; USMEPCOM Form 601-23-16-E, November 2004; USMEPCOM Form 601-23-17-E, November 2004; USMEPCOM Form 601-23-18-E, February 2005; USMEPCOM Form 601-23-19-E, November 2004.

Applicability. This regulation applies to all personnel assigned or attached to Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM) and MEPS.

Supplementation. Supplementation of this regulation and establishment of forms other than USMEPCOM forms is prohibited without prior approval from HQ USMEPCOM, ATTN: J-3/MOP, 2834 Green Bay Road, North Chicago, IL 60064-3094.

Suggested improvements. The proponent agency of this regulation is HQ USMEPCOM, J-3/MOP. Users may send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms), or by memorandum, to HQ USMEPCOM, ATTN: J-3/MOP, 2834 Green Bay Road, North Chicago, Illinois 60064-3094.

Management control process. This regulation contains internal management control provisions. The management control evaluation checklist is available on the US Military Entrance Processing Command Intranet (MEPNET): MIG; Inspection Checklists; Processing for use in conducting management controls.

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Chapter 1

General

1-1. Purpose

This regulation provides policies and procedures on applicant processing; matters relating to preparing, maintaining, and distributing enlistment documents (including interviewing and fingerprinting enlistment applicants), and processing Personnel Security Investigation (PSI) requests. It also provides instructions for implementation of Military entrance processing station (MEPS) functions required by the Department of Defense (DoD), and Recruiting Service Liaison/Guidance Counselor Service(s) directives during peacetime and mobilization.

1-2. References

References are listed in Appendix A.

1-3. Abbreviations and terms

Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Responsibilities

a. HQ USMEPCOM Operations Director (J-3/MOP) will:

(1) Exercise primary staff responsibility and develop policies and procedures on applicant processing and related matters.

(2) Develop requirements, research deficiencies, and recommend upgrades/new software necessary for automated processes.

(3) Identify Generating Enhancements Through Innovative Thinking (GETIT) sites, and coordinate with sectors 30 days prior to visit.

(4) Maintain liaison with the investigating agency, to include; PSI processing, live-scan system, and electronic communications of fingerprints to the investigating agency.

(5) Provide a single point of contact for all applicant daily processing issues for any MEPS through the J-3, Current Operations Division, MEPCOM Operations Center (MOC).

b. Sector commanders will:

(1) Implement and monitor the policies and procedures of this regulation.

(2) Determine MEPS capacities.

(a) Ensure MEPS capacity figures are reasonable and justifiable.

(b) Review MEPS capacities annually and adjust as necessary.

(3) Direct and monitor MEPS after-duty hours processing, Saturday openings, and holidays within their sector. Determine, in concert with the MEPS, the notification lead times required to support un-programmed MEPS extended duty hours and Saturday processing support and inform the appropriate equivalent Recruiting Service Liaison/Guidance Counselor Service(s) counterparts.

(4) Sectors will coordinate with J-8/MRM the proposed budget for civilian labor overtime costs of the MEPS for after-duty hours and Saturday openings as directed by HQ USMEPCOM. Sectors will report to HQ USMEPCOM any unbudgeted charges that were incurred for extended operations.

(5) Fund Familiarization Training for MEPS commander, operations officer and senior enlisted advisor. A Service recruiter temporary duty (TDY) from the MEPS to the Interservice Recruitment Committee (IRC) Headquarters will be included as appropriate to accomplish this training.

(6) Advocate the use of the MOC when assistance and support is needed regarding applicant processing.

(7) Exercise staff supervision responsibilities to the MEPS in assisting and monitoring MEPS implementation of these policies and procedures.

(8) Ensure MEPS are in compliance with applicable regulations.

c. MEPS commanders will:

(1) Execute the policies and procedures in this regulation.

(2) Ensure local MEPS standing operating procedures (SOPs) do not contain policies that are more restrictive than what is indicated in this regulation. Each MEPS local SOP will include, at a minimum: manual processing procedures; control desk hours of operation; Service exception to policy (ETP) request procedures; special category and nonapplicant processing procedures; Red Carpet Treatment policy, and peak processing policy.

(3) Maintain coordination with the IRC to ensure voting and nonvoting members are aware of the policies. Note: Coast Guard is nonvoting members.

(4) Notify the IRC and sector when projections exceed peak capacity.

(5) Ensure a quality preaccession and accession packet is completed for each applicant when applicable.

(6) Designate, in writing, MEPS personnel authorized access to the MEPS enlistment and examination files room. Ensure the memorandum is posted next to the files room entrance. (The MEPS with multiple entrances to their files room will post the lists at all files room entrances.)

(7) Designate, in writing, a list of Recruiting Service Liaison/Guidance Counselors authorized access to applicant file documents until e-Records is fully operational. Ensure the memorandum is posted next to the files room entrance. (The MEPS with multiple entrances to their files room will post these lists at all files room entrances.)

(8) Plan and coordinate support for all directed extended-hours processing days and Saturday openings. Plan required testing schedules to support Saturday processing days.

(9) Ensure familiarization training with a Service recruiter is accomplished. The intent of this training is to provide MEPS Service members with a basic working knowledge of the mission of the Recruiting Service partners. MEPS Service members will only observe and not get involved with the selling process or provide anecdotal comments to the recruiter or applicant.

(a) All newly assigned MEPS military personnel will spend 3 days of familiarization training with a Service recruiter. This must occur within the first 60 days of assignment to the MEPS. With the MEPS commander's approval, civilian employees are encouraged (but not required) to participate.

(b) The MEPS commander will coordinate with the local IRC to determine which Recruiting Service office location each MEPS personnel will visit, with the understanding that it must be within commuting distance of the MEPS or the Service member's residence (whichever is closer).

(c) Except for the MEPS commander, operations officer and senior enlisted advisor, MEPS Service members shall accomplish their familiarization training with a recruiter from the same Service. The MEPS commander, operations officer and senior enlisted advisor shall accomplish the familiarization training with a counterpart of another Service. Additionally, the MEPS commander, operations officer and senior enlisted advisor shall visit the IRC Headquarters of their counterparts that are within 300 miles of the MEPS to review their marketing mission and advertising strategies to support the Student Testing Program.

(d) A MEPS Service member with prior recruiting experience is exempt from this familiarization training requirement. Recruiting experience is defined as duty with a recruiting district or battalion or a subordinate command, and not as a member of one of the major Recruiting Service headquarters staff.

(10) Develop an applicant smoking/no-smoking policy in accordance with (IAW) paragraph 3-7.

d. MEPS operations officers will:

(1) Manage applicant processing activities in coordination with the Recruiting Services.

(2) Supervise preparation of orders, and ensure an order consolidation sheet/daily control log is maintained.

(3) Ensure a quality preaccession and accession shipper packet is completed on each applicant, forms are in proper sequence, and regular quality checks of the packet breakdown process are scheduled.

(4) Ensure training social security numbers (SSNs) are requested from the MOC either the day prior or the morning of MEPS scheduled training sessions. No MEPS will enter training SSNs into either United States Military Entrance Processing Command Integrated Resource System (USMIRS) or Computerized Adaptive Testing-Armed Services Vocational Aptitude Battery (CAT-ASVAB) systems that have not been provided in advance from the MOC.

Chapter 2

MEPS Operations' Schedules

2-1. Overview

This chapter prescribes schedule policies for the operations of a MEPS. The times associated within this regulation are the base from which a MEPS may operate. The MEPS' are encouraged to expand the windows and times whenever possible in support of the recruiting mission. If a MEPS policy is more restrictive toward recruiting than what is in this regulation, then it does not meet the USMEPCOM Commander's intent. The MEPS' may not establish any times or windows that are more restrictive than what is indicated in this regulation. The MEPS will input/update USMIRS local tables after the annual USMEPCOM Fiscal Year Operating Schedule is published.

2-2. Daily operations

The MEPS will operate on a five-day work week, excluding federal holidays and three-day holiday weekends. The MEPS will also not normally open for applicant processing on Sundays or the Friday following Thanksgiving. NOTE: All times listed reflect local MEPS time.

a. Guidelines for next processing day:

(1) Projections for all physical, Delayed Entry Program/Delayed Enlistment Program (DEP), and accession-only actions will be submitted not later than (NLT) 1300.

(2) Service process for (SPF) changes will be submitted NLT 1300.

(3) e-SPF changes will be accepted during Quality Review Program (QRP) or MEPS check-in.

b. Guidelines for processing 2 or more days later: SPF changes received after 1300 must be processed NLT 1300 the next processing day.

c. Shipper projections will be submitted NLT 1100. All Monday shipper projections will be done on Friday NLT 1100. Services are encouraged to project all Monday applicants on the Friday prior to the Saturday opening.

2-3. Extended-hours processing support

Extended-hours processing support is a service offered by USMEPCOM. During extended-hours processing, each MEPS will provide the maximum support possible to the Recruiting Services according to their operational capacity.

a. In an effort to balance and prioritize Recruiting Service needs, Army applicants will be given priority on Army extended-hours processing support days, and the other Recruiting Services will be given priority on the other Recruiting Services extended-hours processing support days. Extended-hours processing support will terminate when the processing is complete for that particular Recruiting Service(s) specific extended-hours processing day.

b. Walk-in priority will be given to the designated Recruiting Services being supported. Other Recruiting Services will follow the MEPS established walk-in policy. MEPS will accept projected and walk-in contract-only applicants (no inspect required) until at least 1700 but NLT 1900.

c. Same Day Processing (SDP) of applicants must be present when the MEPS opens.

d. The MEPS will allow late arrivals for full physicals. The MEPS commanders will establish late arrival times between the hours of 1000 and 1400. The MEPS Chief Medical Officer (CMO) and/or profiling physician support must be available until 1500 or for two hours after established late full-

physical arrival times, whichever is later. The required minimums for medical personnel coverage are one profiling physician, one male medical technician, and one female medical technician.

e. For MEPS' located in facilities in which a charge occurs for after-duty hours and weekend openings, promptly notify the building manager to permit the scheduling of Services and personnel. Failure to execute proper notification may result in the facility not being open at the requested time. To support this requirement, a signed reimbursable work authorization must be in the possession of the building manager before performing the service.

2-4. Mission days

Mission days are determined by each Recruiting Service. A mission day is defined as the last day the Recruiting Service will credit new contracts toward monthly mission.

2-5. Saturday openings

a. The MEPS will conduct applicant processing on Saturdays as approved by the Commander, USMEPCOM.

b. The MEPS will provide night testing on Fridays prior to Saturday openings.

c. During Saturday openings, at least one walk-in per Service is allowed. Additional walk-ins are permitted, but will not exceed medical processing capacity. The MEPS commander will determine processing capacity for SDP. Officer applicants may be processed with the understanding that no special category or head-of-line privileges will be afforded.

d. Projection cut-off times for Monday processing following the Saturday opening is Saturday, NLT 1100. Recruiting Services are encouraged to project all Monday applicants on the Friday prior to the Saturday opening.

2-6. MEPS closures

In rare instances, the MEPS commander may have to make the decision to close the MEPS. Such instances would include; power outage, HVAC, water/sanitation, airport/airlines, road conditions, IRC actions, structural damage, and special or unusual events. The MEPS commander can best determine a course of action by following the four steps below:

- a. Make an immediate assessment.
- b. Consider safety and other areas of concern.
- c. Propose a solution and inform the appropriate agencies (sector Cdr, IRC, etc.).
- d. Know the impacts of that decision on the MEPS and other agencies.

If closure is the determined course of action, a Station Advisory Reporting Network (STARNET) must be submitted to J-1/Programs Division (MHR-PR) IAW USMEPCOM Regulation 385-1, (Safety and Occupational Health Program). If a computer is not available, at a minimum, the MEPS will contact the sector representative and the MOC by telephone. Note: A MEPS Closure Decision Matrix is located on the US Military Entrance Processing Command Intranet (MEPNET): J-3/MOP; Divisions; J-3 Current Operations Division; Current Operations Processing Cycle Files; Miscellaneous.

2-7. Local holidays and special events

The MEPS commander should consider local holidays and festivals when making a determination for weekend processing.

2-8. Training days

Training days will be conducted quarterly, as scheduled by HQ USMEPCOM.

2-9. Organization day planning procedures

One organization day per fiscal year is authorized for each MEPS. The MEPS commanders will ensure their organization day is coordinated with the local IRC and that agreement is documented in the official IRC minutes. The MEPS commander will send the approved date to HQ USMEPCOM, J-3/Operations Directorate (MOP), and their sector.

2-10. Customer Support Branch (CSB)

a. J-6/Information Technology Directorate (MIT) Help Desk operational hours and procedures are based on USMEPCOM priorities and resources. Current hours of operation are 0000 hrs Monday - 2300 hrs Saturday (central time), excluding Federal holidays. Requirements for additional support should be sent to J-6/MIT-Customer Service Branch (J-6/MIT-CSB) at least one week in advance.

b. The Enterprise Data Center (EDC) is staffed 0000 hrs Monday - 2300 hrs Saturday (central time), excluding Federal holidays. Most functions are accessible 24 hours a day, seven days a week. Changes to hours of operation must be requested through HQ USMEPCOM, J-6/MIT.

2-11. J-3/Operations Directorate, Current Operations Division, Operations Center (J-3/MOP-CO-MOC)

a. Daily processing support. The MOC will support MEPS operations during normal operating hours from 0500 - 1800 Central Standard Time (CST). The MOC can be contacted by clicking the MOC Eye available through either the MEPNET or Outlook tool bar, located on all MEPS personal computer. The MOC can also be contacted by telephone during these hours.

b. Extended-hours processing support. The MOC will support MEPS operations during extended-hours processing days from 0500 – 2000 CST.

c. Saturday processing support. The MOC will support MEPS Saturday operations during all Saturday openings from 0630 – 1500 CST.

d. After-hours support. The MOC will support MEPS operations after the hours listed above through the use of duty cell phones managed by the MOC Team Leads. These phone numbers can be located on the MEPNET: J-3/MOP; Divisions; J-3 Current Operations Division; Home Page.

Chapter 3

Applicant Processing

3-1. Overview

This chapter prescribes the applicant processing cycle and processing options authorized. Applicants processing for enlistment must comprehend English well enough to complete processing requirements. Applicants identified as non-English speaking, will be referred to the section supervisor for evaluation. If indicated, a recommendation for the termination of processing will be submitted to the MEPS commander (or representative). If processing is terminated, the annotation "non-English speaking applicant Re-evaluation Believed Justified (RBJ) after 90 days" will be recorded in USMIRS, and the applicant will be returned to the sponsoring Service. Further processing will require a waiver IAW Army Regulation 601-270, (Military Entrance Processing Station (MEPS)).

3-2. Applicant processing cycle

a. Aptitude testing. Under normal processing procedures, aptitude testing will precede the medical examination.

(1) Night testing will be provided Monday through Thursday except holidays, and Friday prior to a Saturday opening. The MEPS will provide a 3-hour applicant-arrival window that covers, at a minimum, 1500-1700. For example, the MEPS arrival window could be at a minimum from 1400 – 1700 or 1500 – 1800. The MEPS will accept walk-in testers, but projected testers will be given priority.

(2) Applicants that have tested at one of the Remote Centralized Test Scoring (R-CTS) Military Entrance Test (MET) sites will be allowed to further process at the MEPS while awaiting receipt of original documents (USMEPCOM Form 680-3A-E) from the R-CTS MET site. On processing day, these applicants will present a new, fully completed USMEPCOM Form 680-3A-E during morning check-in at the Control Desk. The MEPS will generate USMEPCOM Form 601-23-2-E (Records Flag) and attach to the outside of the applicant's packet. In the status-reason block, state "CTS tester – Verify signatures on USMEPCOM 680-3A-E from R-CTS MET site." The Records Flag will remain attached to the applicant's packet until original documents have been received and verified, and the administrative hold "N" status is cleared. Discrepancies between testing and medical exam and/or enlistment signatures on USMEPCOM Form 680-3A-E will be handled per Signature Verification discrepancy procedures documented in USMEPCOM Regulation 680-3, (United States Military Entrance Processing Command Integrated Resource System (USMIRS)).

(3) All MEPS/MET sites with e-Security will biometrically (index print/facial photo) enroll applicants prior to testing. If previously biometrically enrolled, the MEPS employee will conduct verification of identity.

b. Medical examinations. Under normal processing procedures, medical examinations will follow aptitude testing.

(1) MEPS personnel will not conduct medical examinations on applicants with disqualifying aptitude test scores, (i.e., scores with an Armed Forces Qualification Test (AFQT) less than 10).

(2) The MEPS commander may allow medical processing of an applicant with unverified test scores (as opposed to disqualifying) under circumstances that are clearly beyond the control of the recruiter or applicant (e.g., late arrival of test scores from MET sites, an inoperative Optical Mark Reader (OMR), USMIRS network connectivity problem, or manual scoring that cannot be accomplished before the last medical examination start time). The MEPS commander, operations officer, or assistant operations officer must prepare and sign a brief memorandum for record (MFR) explaining the circumstances. The MFR will include the applicant's name, SSN, and the reason the medical examination

was given outside the normal processing sequence. The MFR may include multiple applicants processed on the same date with the same reason. If an applicant receives a disqualifying aptitude test score while undergoing a medical examination, the MEPS commander will inform the Medical Section. The applicant will complete medical processing, and the Medical Section will annotate the applicant's PULHES accordingly. No additional medical testing/consults will be scheduled until the applicant receives a qualifying Armed Services Vocational Aptitude Battery (ASVAB) score as stated in paragraph 3-2b.

(3) All applicants must submit a DD Form 2807-2 (Medical Pre-screen of Medical History Report) before arriving for processing at the MEPS. The DD Form 1966 (Record of Military Processing – Armed Forces of the United States) must also accompany the pre-screen for all minor applicants, paragraph 3-3i). The service(s) office will submit the DD Form 2807-2 and DD Form 1966, if applicable, to the MEPS IAW the following:

(a) Pre-screens on applicants with no medical history documentation and no "yes" responses in any item numbers other than 12, 61, and 73 will be submitted NLT 1300 the day prior to processing. Except for walk-ins, the Recruiting Services are required to turn-in 1-day pre-screens by the MEPS cut-off time for next day projections. MEPS personnel must review 1-day pre-screens the same day. (Example: The Recruiting Service submits a pre-screen with USMEPCOM Form 727-E (Processing List (PL)) on Monday by MEPS cut-off time. The MEPS review is completed the same day, and applicant can process on Tuesday.)

(b) Pre-screens on applicants with medical history documentation of five or less pages and "yes" responses in any item numbers other than 12, 61, and 73 will be submitted 2 days in advance. The Recruiting Services may submit the pre-screen without a projection, but the USMEPCOM Form 680-3A-E (Request for Examination) must accompany the pre-screen submission. The USMEPCOM Form 680-3A-E is required to support USMIRS data entry. The MEPS CMO and Fee Basis Provider (FBP) authorized to review pre-screens are to review 2-day pre-screens within the specified time, and inform the Recruiting Services. (Example: The Recruiting Service submits a pre-screen on Monday by MEPS cut-off time. The CMO or FBP must review the pre-screen before cut-off time on Tuesday. If approved for further processing, this will give the Recruiting Service time to project their applicant for MEPS processing on Wednesday.)

(c) Pre-screens on applicants with medical history documentation of more than five pages and "yes" responses in any items numbers other than 12, 61, and 73 will be reviewed, and the Recruiting Service will be notified of the applicant's status within 72 hours of receipt. (Example: The Recruiting Service submits a pre-screen on Monday by projection cut-off time. The Recruiting Service will be notified of the applicant's status before projection cut-off time on Thursday. If approved for further processing, this will give the Recruiting Service time to project their applicant for MEPS processing on Friday.)

(d) A pre-screen is valid for 60 days from the date applicant signed the pre-screen. After the validity period has passed, the applicant will submit a new pre-screen.

(4) During heavy workload days when the number of applicants showing to test exceeds the number of available CAT-ASVAB terminals, the MEPS commander may direct that physical exams be given first to minimize applicant down-time in the MEPS.

(5) When a MEPS-to-MEPS packet transfer is required, MEPS personnel will attach the faxed or digitally sent DD Form 2808, (Report of Medical Examination) to the original DD Form 2808 (once received) instead of transcribing the information.

(6) If requested by the appropriate Liaison/Guidance Counselor Service(s) office, applicants placed on administrative hold "N" status or declared medically disqualified may ASVAB retest or take any special test provided no mandated retest waiting period is violated. However, applicants with positive drug and/or alcohol results will not be permitted further processing until completion of the Office of the Secretary of Defense mandated disqualification period. The Recruiting Services may request that these applicants have fingerprints captured and submitted to the investigating agency.

(7) All MEPS with e-Security capability will biometrically enroll applicants prior to medical examination. If previously biometrically enrolled, MEPS personnel will conduct verification of identity.

3-3. Applicant processing options

a. The 6-hour applicant processing window. During normal MEPS operations and Saturday openings, the Recruiting Services have a guaranteed 6-hour applicant processing window to work new contracts. This 6-hour window begins when the first scheduled full-physical applicant, per Service, has completed their physical and is released from the MEPS Medical Section to the appropriate Recruiting Service Liaison/Guidance Counselor Service(s) office. Therefore, the first group of applicants through the Medical Section will be a mix of all Services.

(1) The MEPS commander will organize their MEPS operating flow to ensure medical delays will not impact the 6-hour processing window. However, the quality of the medical examination/inspection will not be sacrificed to meet the 6-hour window. A steady flow of full-physical medical examinations is required to align MEPS capabilities with the needs of the Recruiting Service Liaison/Guidance Counselor Service(s) office.

(a) The MEPS goal is to deliver applicants to the Recruiting Service Liaison/Guidance Counselor Service(s) office from the Medical Section within 3.5 hours after opening, but not later than 1000.

(b) Occasionally, conditions at the MEPS (e.g., unusually large workload, number of physicians on duty) may require an adjustment to the last-processing start time to provide the guaranteed 6-hour window.

(2) The Recruiting Service Liaison/Guidance Counselor Service(s) office will ensure delayed entry program (DEP)/accession data is available to MEPS Operations Section for input in USMIRS NLT 1530 or 6 hours after completion of the first full physical, whichever is later. Recruiting Service Liaison/Guidance Counselor Service(s) office may occasionally request an extension to the 6-hour window due to unusual circumstances (e.g., unplanned lack of available Service counselors/liaisons, an unusually large workload). The MEPS commander is authorized to grant or deny any request for extension to the 6-hour window.

b. Same Day Processing (SDP). SDP is offered by the MEPS wherein the applicant undergoes enlistment aptitude testing, a full medical examination, and enlistment in one MEPS duty day. SDP (non-extended hours) will be provided, at a minimum, the first processing day of the week and the next processing day after a mid-week closure for holidays, weather emergencies, or other events that impact the MEPS ability to execute scheduled night testing. The MEPS must make every attempt to determine aptitude testing results before initiating the medical examination.

c. Walk-in processing. A walk-in is defined as an applicant not projected for processing before the established MEPS projection cut-off time.

(1) Each MEPS will develop a walk-in policy that provides a minimum of one per Service per day; additional walk-ins will not exceed medical capacity. Recruiting Service Liaison/Guidance Counselor

Service(s) office may barter unused allocations with another Recruiting Service Liaison/Guidance Counselor Service(s) office. To ensure sufficient fee-based physician support, MEPS are authorized to include up to six male full physicals into their projected point total to accommodate walk-in applicants. The MEPS will apply historical walk-in averages to determine required support.

(2) Each MEPS will develop a SOP for this policy and this policy will be one of the Commander's Special Interest items.

(3) Walk-ins must have no disqualifying medical conditions, and no "yes" responses noted in any item numbers other than 12, 61, and 73 on their DD Form 2807-2. While it is highly encouraged, a walk-in may or may not have submitted their DD Form 2807-2 before the day of processing. If a walk-in applicant discloses an obvious disqualifying medical condition during the medical examination processing that is deemed fraudulent in nature and not deemed an oversight or misunderstanding by the applicant (as determined by the MEPS senior officer-in-charge or CMO), the following action will be taken:

(a) The applicant's medical examination/processing will be terminated, the Medical Section will annotate the applicant's PULHES accordingly, and the applicant will be returned to the respective Recruiting Service Liaison/Guidance Counselor Service(s) office. The applicant's USMIRS record will be placed in an administrative hold "N" status, and further processing will be prohibited until the MEPS CMO has reviewed required medical documents according to established regulations/policies for applicants with medical issues (minimum of 2 processing days).

(b) The respective IRC Commander will be notified of the reason(s) for termination.

d. Processing holdovers. Processing holdover applicants is an option offered by the MEPS when an applicant is unable to complete enlistment processing in a single day. The applicant will spend a night in the MEPS contract lodging facility and return to the MEPS the following day to complete processing.

(1) Recruiting Services will identify holdovers NLT 1530 or 6 hours after completion of the first full physical, whichever is later.

(2) The MEPS Operations Section will make arrangements for meals and lodging for the applicant.

(3) The Recruiting Service Liaison/Guidance Counselor Service(s) office is responsible for transporting the applicant from the MEPS to the lodging facility if other arrangements are not available.

e. Processing special-category applicants. Special-category applicant processing is intended to recognize applicants who are older, more educated, and deserving of special treatment commensurate with their expected position in military service. This applies to applicants for direct commission such as healthcare professionals, chaplains, and attorneys. When in doubt as to the eligibility of an applicant for special-category processing, either accept as a special category or seek guidance from HQ USMEPCOM, J-3/Operations Directorate (J-3/MOP) through the MOC. Officer Candidate School (OCS)/Officer Training School (OTS), Reserve Officers Training Corps (ROTC), prior-service applicants, and cadets are not special-category applicants but will receive head-of-line privileges. If there is space in the allocations for special category applicants, OCS/OTS may be given those appointments when projected.

(1) Special-category applicant processing will be offered daily except on extended-hours processing support days. Processing start times will be offered no earlier than 0900 and NLT 1000 hrs.

(2) Special-category applicant processing will not normally be scheduled on Saturday processing days. If Saturday processing is requested, MEPS resources may not be available to support special category considerations.

(3) Special-category applicant processing must be projected by the established MEPS cut-off time. If a special-category applicant arrives at the MEPS unscheduled, they will be processed just like any other walk-in, except they will be given head-of-line privileges.

(4) Special-category applicants may elect to process with all other applicants. The Recruiting Service Liaison/Guidance Counselor Service(s) office must identify those applicants, and it will be understood that no individualized special-category applicant processing will be offered.

(5) Each MEPS commander will establish appointment times for at least one special-category applicant per Service on the days authorized for special-category applicant processing. If projected floor counts or under utilization by other Services on a given day allow, MEPS' are encouraged to meet the needs of these professionals. The MEPS will manage the allocation of those slots to ensure a fair distribution to each Service. The MEPS personnel will work closely with the sponsoring Recruiting Service Liaison/Guidance Counselor Service(s) office to correct all administrative issues promptly.

(6) Each MEPS commander will include in their local SOP a means in which to identify these applicants, and this will be a Commander's Special Interest item (e.g., color coded name tags, etc.)

(7) Each MEPS commander will educate their respective IRC and the Recruiting Service Liaison/Guidance Counselor Service(s) office on special-category applicant processing.

f. Prior-Service (PS) applicant processing

(1) PS documentation requirements. Upon check-in of all prior military service applicants, the MEPS will obtain one of the following documents before processing: DD Form 214 (Certificate of Release or Discharge From Active Duty) Member Copy 4 with Special Additional Information Blocks 23 - 30, DD Form 215 (Correction to DD Form 214, Certificate of Release or Discharge from Active Duty), National Guard Bureau (NGB) Form 22 (Report of Separation and Record of Service) or the Re-enlistment Eligibility Data Display (REDD) Level 2 printout. In rare instances when the above documents have not been issued or the documents do not capture the most recent term of Service; MEPS may accept a Discharge Order for processing prior service (PS) applicants if the Discharge Order provides a clear narrative as to the date and reason for separation. Otherwise a MFR certified by a Recruiting Service Liaison/Guidance Counselor Service(s) office attesting to the reason for separation must be provided prior to processing. The MFR will be placed in the shipper packet.

(2) Reenlistment Eligibility Data Display (REDD). The use of the REDD printout in lieu of DD Forms 214/215 or NGB 22 is authorized to expedite PS applicants processing in the MEPS. The DD Forms 214/215, NGB 22, and the REDD are the only documents authorized to use when verifying PS.

(a) The REDD is an automated printout received from Defense Management Data Center (DMDC) that duplicates the entries on the DD Forms 214/215 and NGB 22. It is similar to the PS check currently received nightly from DMDC. MEPS' will return the REDD printout to the respective Services when no longer needed for processing. The REDD printout will not be sent to reception centers in lieu of DD Forms 214/215 or NGB 22, if required. Return applicant(s) to sponsoring Service for further disposition if the DD forms 214/215 or NGB 22 are not available at ship date.

(b) The REDD printout provided to the MEPS will be signed and dated by the Recruiting Service Liaison/Guidance Counselor Service(s) office. The Recruiting Service Liaison/Guidance Counselor Service(s) officer who signs the printout is responsible for and attests to the following:

(1) Despite concerted efforts, the preferred PS documents cannot be located/obtained.

(2) The printout is an accurate capture of the Level 2 screen shot, including prior-Service Component(s), active duty period(s), and character of Service.

(3) The printout has reference to all periods of PS in the Personnel Loss Data section.

(4) The Recruiting Service Liaison/Guidance Counselor has recorded a clear explanation of all Separation Program Description (SPD) codes, as defined by Service regulations on the bottom of the printout.

(5) The Recruiting Service Liaison/Guidance Counselor has recorded a clear explanation of all Interservice Reenlistment Eligibility, Interservice Separation Codes, Separation Program Designators, and Reenlistment Codes (RE-codes), as defined by Service regulations on the bottom of the printout.

g. In-service documentation requirement. Upon check-in of all in-Service applicants, the MEPS will ensure receipt of DD Form 368 (Request for Conditional Release) before processing (including testing and medical). It is the MEPS' responsibility to review Section II 5a of the form which states the release is valid until (Date). MEPS operations personnel will ensure the "valid until date" is good through the date the applicant accesses (usually current date). Applicants with expired dates will be returned to the sponsoring Recruiting Service Liaison/Guidance Counselor Service(s) office. It is the Recruiting Service Liaison/Guidance Counselor Service(s) responsibility to produce a new or updated DD Form 368 before continuing to process. An updated DD Form 368 will have the new "valid until date" annotated above the previous date in Section II of the form. The Recruiting Service Liaison/Guidance Counselor Service(s) representative will also sign near the new date, validating the change. Special Category/nonapplicants processing for commission or appointment as warrant officers within the same Service will not require DD Form 368 to process at the MEPS.

h. Manual processing. Applicant processing at the MEPS is performed electronically in the USMIRS. As a backup, processing will continue manually. Each MEPS will maintain a 5-day stock of applicant processing forms in order to continue paper-and-pencil applicant processing in case of USMIRS failure, power outage, or natural disaster.

(1) If manual processing is required, the MEPS will take action to replace the forms used on a daily basis (e.g., local printing, requesting forms from adjacent MEPS).

(2) It is critical to ensure all paperwork is maintained for easy input into USMIRS when the system comes back online. When network connectivity is restored, MEPS will input USMIRS data IAW local SOP.

i. Processing minors. The following guidance is provided to the MEPS when reviewing DD Form 1966, (Section VIII - Parental/Guardian Consent for Enlistment):

(1) Parent(s) or guardian(s) signature(s) are required to process a minor applicant for medical examination, and/or enlistment. If only one parental signature can be reasonably obtained, it must be stated on DD Form 1966 (Section VI) why only one parent has signed the consent of minor enlistment. All dates of signature should be hand written in YYYYMMDD fashion, not typed or pre-dated. Medical examination is not authorized if either parent objects or if a legal guardian objects.

(2) Minors with divorced parents require the signature of the parent assigned sole custody or, if joint custody was awarded, the signature of either parent.

(3) It is the Recruiting Service Liaison/Guidance Counselor Service's office responsibility to complete item 41 (Verification of Single Signature Consent) statement on the DD Form 1966, which is necessary to explain why only one parent has signed the consent form. If additional space is required to

further explain applicant's parental situation, the Recruiting Service Liaison/Guidance Counselor Service(s) office may use Section VI (Remarks) DD Form 1966. The medical examination is not authorized if this section is not completed, when required.

(4) The applicant can file a petition in state court to be declared emancipated, which means the applicant legally becomes an adult prior to reaching the age of majority. If an applicant has been emancipated, MEPS will attach any court document(s) to the DD Form 1966 and process the applicant, if otherwise eligible.

(5) Marriage will emancipate a minor applicant in many states. However, a 17 year old married applicant may still need to obtain parental consent to enlist or produce a court order of emancipation. A listing of states that emancipate minors by marriage can be located on the MEPNET: J-3/MOP; Divisions; J-3 Current Operations Division; Current Operations Processing Cycle Files; Check-in - Control Desk.

j. Processing National Call to Service Program (NCSP) applicants. The NCSP is a DoD program also called the "15-Month Plus Training Enlistment Option." Applicants who enlist for the NCSP will begin their 15-month commitment of active duty upon graduation of all initial entry training requirements for their specific Military Occupational Specialty (MOS). Navy applicants will be inducted into the Naval Reserve. In addition, NCSP applicants will attend the same training and incur an 8-year military Service obligation in the Individual Ready Reserve (IRR) or Selected Reserve. MEPS personnel will process NCSP applicants using the following forms and procedures:

(1) USMEPCOM Form 727-E. Each Recruiting Service Liaison/Guidance Counselor Service(s) office will project NCSP applicants on USMEPCOM Form 727-E and annotate in the remarks section "NCSP applicant."

(2) DD Form 1966. On page 4 of DD Form 1966 (Remarks Section VI), the Recruiting Service Liaison/Guidance Counselor Service(s) office will have indicated the total amount of time in years and weeks of the actual training added to the 15-month obligation. For example, Individual basic training (10 weeks), advanced/technical training (6 weeks), 15-month obligation (1 year, 12 weeks): total 1 year, 28 weeks.

(3) DD Form 4-Series (Enlistment/Reenlistment Document - Armed Forces of the United States). At the time of entry into the DEP, MEPS personnel will transfer the information, in USMIRS, from the DD Form 1966, 4 to line 8 of the DD Form 4/1. At accession, the information will be recorded on line 20 of the DD Form 4/3.

(4) Travel Orders. All orders will be active duty orders with the exception of the Navy. The Navy orders will be reserve orders with active duty accounting data.

3-4. Peak processing policy

Peak processing is the maximum number of applicants that may be processed within a standard MEPS processing day. Each MEPS must determine their maximum number of applicants through historical processing levels, personnel, and resourcing constraints.

3-5. Service slice

Service slice is a processing quota to ensure each Recruiting Service Liaison/Guidance Counselor Service(s) office receives a fair proportion of MEPS processing resources when demand exceeds peak processing capacity. Actual peak processing capacity may vary slightly depending on the number of medical section personnel available on a given day. When projections indicate peak capacity will be exceeded, MEPS commanders will notify the IRC and attempt to restructure the anticipated workload. Service slice situations should be avoided whenever possible by providing the IRC the opportunity to

defer applicants to another processing date. Service slice may not be invoked until peak processing capacity is reached.

a. Service slice quotas must reflect geographical and seasonal variations in each Service's workload. Therefore, they must be calculated separately for each MEPS and each month of the year. Upon request from MEPS, sector will calculate and distribute recommended Service slice proportions. On occasion, when sector is not available, HQ USMEPCOM, Office of Strategic Planning & Transformation (OSP&T) will provide Service slice proportions.

(1) Sector commanders will calculate recommended Service slice proportions using Quantitative Comparison Redesign (Quic-R) and the USMEPCOM, OSP&T generated Service slice formula.

(2) In the event the generated Service slice proportions are not available, the MEPS will calculate recommended Service slice proportions for each month using data for the same month in previous years from the Quic-R database. MEPS will use data from at least 2 years and not more than 5 years. This method ensures seasonal trends are captured while one-time aberrations are smoothed out. MEPS will calculate proportions for each Recruiting Service Liaison/Guidance Counselor Service(s) at each MEPS for each month using the following formula:

$$\frac{\text{service male exams} + (2 \times \text{service female exams}) + (0.12 \times \text{service inspects})}{\text{total male exams} + (2 \times \text{total female exams}) + (0.12 \times \text{total inspects})}$$

(Modify the constants for female exams and inspects if the weighting factors in USMEPCOM Regulation 40-1 (Medical Processing and Examinations) are altered.)

(3) Results will be expressed in terms of the percentage of the peak capacity weighted exams to be allocated to each Service.

(4) The MEPS may adjust the recommended Service slice quotas up or down by up to 2 percentage points to reflect local requirements with the unanimous consent of the local IRC.

b. When Service slice is invoked, each Service may project its quota of weighted exams plus an additional 20 percent. This over projection will compensate for no-shows. Over projections not compensated for by no-shows may be processed on a standby basis as time permits. Services may prioritize their applicants in the order they wish them processed. Voluntary trade-offs between Services are permitted.

c. The MEPS will not apply Service slice quotas on Mission days or Extended-hour processing support days for the supported Recruiting Service Liaison/Guidance Counselor Service(s).

3-6. Removal from Temporary Disability Retired List (TDRL)

Military members are sometimes found medically unfit for duty and discharged to the TDRL. Within a 5-year period, they are periodically reexamined to determine fitness. (USMEPCOM Regulation 40-1 provides further guidance.)

a. The sponsoring Recruiting Service Liaison/Guidance Counselor Service(s) representatives permit those enlisted members removed from the TDRL and determined physically fit for return to duty to enlist in the regular or reserve components of their services. The governing Service directives are:

(1) Army-Army Regulation (AR) 601-210 (Regular Army and Army Reserve Enlistment Program).

(2) Marine Corps-Marine Corps Order (MCO) P1100.72 (Military Personnel Procurement Manual (MPPM)), volume 2, Enlisted Procurement.

(3) Navy-commander, Navy Recruiting Service Liaison/Guidance Counselor Service(s) Command Instructions 1130.8-series (Navy Recruiting Service Liaison/Guidance Counselor Manual).

(4) Air Force-AFI 36-2002 (Regular Air Force and Special Category Accessions).

b. TDRL ship-only individuals who are returning to duty will be shipped and will not be processed in USMIRS. The MEPS will publish transportation orders and ship the individual.

c. TDRL individuals that are enlisting in the same Service component that do not require aptitude and/or medical data for enlistment will be processed in USMIRS accordingly. The MEPS will complete DD Form 4-series (Enlistment/Reenlistment Document-Armed Forces of the United States) and publish enlistment orders and ship the individual IAW Recruiting Service Liaison/Guidance Counselor Service(s) instructions (see above).

d. TDRL individuals who are processing for enlistment in a different Service component will be processed in USMIRS. Normally, these individuals do not require aptitude and/or medical data for enlistment. MEPS personnel must code USMIRS accordingly and process the individual for enlistment. MEPS personnel will distribute the DD Form 4-series; DD Form 93, (Record of Emergency Data); DD Form 1966-series; DA Form 3283, (Statements of Member Removed from the Temporary Disability Retired List); travel orders; and any other documents furnished by the Service counselor/liaison.

3-7. Applicant smoking policy

The MEPS commander will develop an applicant smoking/no-smoking policy coordinated with supported IRC commanders. The policy will establish if, when, and where smoking is authorized.

Chapter 4

Examination and Enlistment Files

4-1. Overview

This chapter prescribes policies and procedures for the maintenance and disposition of files maintained at the MEPS relating to applicant examinations, and documents used while processing applicants for enlistment.

4-2. Policy

a. Recruiting Service representatives are not authorized physical access to the MEPS files room, but may be authorized informational access to the applicant's examination file documents, IAW paragraph 1-4c(7).

b. The sponsoring Recruiting Service Liaison/Guidance Counselor Service(s) maintains examination and enlistment documents on DEP applicants according to respective Recruiting Service Liaison/Guidance Counselor Service(s) directives. The responsibility for transferring DEP documents for enlistment processing (courtesy shipment) at other MEPS rests with the respective Recruiting Service Liaison/Guidance Counselor Service(s).

c. All MEPS prepared documentation will be provided to the Recruiting Service Liaison/Guidance Counselor Service(s) when fully completed.

4-3. Safeguarding personal information

The MEPS will protect documents containing examination or processing data against unwarranted invasion of the applicant's personal privacy or disclosure of information received in confidence. For policies and procedures on the release of applicant packets or personal information, see AR 340-21 (The Army Privacy Program) and USMEPCOM Regulation 25-52 (Management and Disclosure of Command Information). The MEPS will at a minimum:

a. Establish and maintain proper safeguard measures in coordination with local Recruiting Service Liaison/Guidance Counselor Service(s). These measures will include thoroughly indoctrinating personnel; limiting access to only MEPS personnel and Recruiting Service Liaison/Guidance Counselor Service(s) personnel having a need for the documents in the performance of their duties; and ensuring proper storage, handling, transmission, release, and destruction. Violations, including loss or misplacement of documents, will be immediately investigated, responsibly corrected, and appropriate action taken to prevent recurrence.

b. Maintain enlistment and examination packets in secure rooms with limited access to authorized MEPS personnel only. Closely supervise and monitor the files room procedures to ensure maximum operating effectiveness.

c. Ensure disqualifying medical conditions or physical defects are not recorded on file folders or USMEPCOM Form 601-23-2-E.

4-4. Maintenance and control

MEPS will arrange files alphabetically by last, first, and middle name or by SSN. When using the alphabetical system and several identical names occur, packets may be further arranged by SSN or date of birth (DOB). Efficient measures for control of examination documents must be implemented and strictly enforced at all times. The USMIRS packet tracking system will be used for packet accountability. Before close of business, the MEPS will ensure applicant packets are strictly accounted for. For manual processing, MEPS will use the DA Form 543, (Request for Records) and USMEPCOM Form 727-E for control of the applicant packets.

(1) During manual processing, MEPS will use DA Form 543 to charge out an applicant's entire file or a single document. For packet charge-out, MEPS will complete the appropriate blocks on the form and then place the form in the file position from which the file has been removed. For document charge-out, MEPS will attach the top sheet (original) to the examination packet(s) and file copy 2 (suspense) by the suspense date established for the packet. A weekly review of DA Forms 543 should be completed.

(2) During automated system processing, the packet tracking system will be used to charge-out and charge-in applicant packets. Utilizing DA Form 543 is optional.

4-5. Examination and enlistment packet content

Below is a listing of original copies, when available, of documents relating to the examination of individuals for military service.

- a. DD Form 2005 (Privacy Act Statement-Health Care Records).
- b. DD Form 2807-2 (Medical Pre-screen of Medical History) (including any supporting documents).
- c. DD Form 2808 (Report of Medical Examination).
- d. Standard Form (SF) 513 (Medical Record-Consultation Sheet) and other supporting documents from consultants, private physicians, etc.
- e. SF 507 (Medical Record).
- f. DD Form 2807-1 (Report of Medical History).
- g. USMEPCOM Form 40-1-2-R-E (Report of Medical Examination/Treatment).
- h. USMEPCOM Form 40-1-3-R-E (Report of Medical Examination/Treatment-Visual Acuity).
- i. USMEPCOM Form 40-8-R-E (Drug and Alcohol Testing Acknowledgment Form).
- j. USMEPCOM Form 40-8-1-R-E (Human Immunodeficiency Virus (HIV) Antibody Testing Acknowledgment Form).
- k. USMEPCOM Product Control Number (PCN) 680-3ADP (Automated Data Processing Sheet).
- l. USMEPCOM Form 680-3A-E (Request for Examination).
- m. USMEPCOM Form 601-23-E (Report of Additional Information).
- n. USMEPCOM Form 601-23-2-E (Records Flag).
- o. Copies of consent to medical examination of minors (Parental/Guardian Consent for Enlistment Section), DD Form 1966-series (Record of Military Processing), medical disqualification, and advice to seek medical treatment notices, and reports of communicable diseases.
- p. Copies of medical documents that are personal property, originals will be returned to the applicant.
- q. Copies of medical documents, when the originals are sent outside the MEPS for determination of qualifications for military service or waiver processing, (e.g., officer candidates (OTS, OCS), healthcare professionals, ROTC, Air Force Reserve, Air National Guard).

NOTE: Do not retain nonapplicant (e.g., officer appointment (chaplain, lawyers, doctors), Peace Corps, Reserve quadrennial, Active Guard Reserve tour) medical documents for this purpose.

4-6. Examination and enlistment packet disposition

a. Upon entry in the DEP, MEPS will forward examination and enlistment documents, including USMEPCOM PCN 680-3ADP (from now on referred to as only 680-3ADP) with DEP data, to the Recruiting Service Liaison/Guidance Counselor Service(s) office for retention pending enlistment in a regular component. MEPS will ensure copies of DD Forms 4/1 and 4/2 are furnished to the enlistees.

b. Upon accession in the Armed Forces, the MEPS will forward documents IAW guidance in Chapter 8 to the supporting Service. Remaining documents may, at the discretion of the sponsoring Service, be retained in the Recruiting Service Liaison/Guidance Counselor Service(s) residual files.

4-7. Examination and enlistment packet purge criteria

Applicant packets are maintained in the MEPS and USMIRS IAW established purge tables. The Record Identification (RID) code of the packet determines the disposition of the packet. USMIRS RID codes and associated packet purge dates are listed on the MEPNET: J-3/MOP; Divisions; J-3 Current Operations Division; Current Operations Processing Cycle Files; Files Room.

4-8. MEPS-to-MEPS packet/document exchange

These procedures will be followed upon receipt of requests for original examination and processing packets from other MEPS for enlistment processing purposes. When e-Records are implemented commandwide, mailing MEPS-to-MEPS packets will no longer be required.

a. The losing MEPS will mail applicant packets to the gaining MEPS using the least costly accountable mail process, as identified by each MEPS. This packet transfer will take place within 24 hours of receiving a request via DA Form 200 (Transmittal Record) from the gaining MEPS. The Recruiting Service Liaison/Guidance Counselor Service(s) can pay for expedited mailing of the packet with a pre-paid envelope addressed to the gaining MEPS.

b. The MEPS operations officer or designee will expeditiously forward the applicant's original documents to the gaining MEPS, ATTN: Operations Processing NCOIC/Supervisor. The losing MEPS will complete the DA Form 200 according to current procedures, and provide the packet to courier. The losing MEPS will retain a copy of the DA Form 200 and copies of all documents in the applicant's packet. The copies at the losing MEPS can be destroyed after the DA Form 200 is returned from the gaining MEPS, verifying receipt of documents.

c. The applicant's documents (e.g., medical documents, consent for medical examination of minors, etc.) may be transmitted via facsimile to the gaining MEPS to expedite processing pending receipt of the original documents. DEP-in enlistments and Reserve/National Guard accessions are authorized on faxed copies received from the losing MEPS, pending receipt of originals. Original medical documents, DD Forms 2808 and 2807-1 for applicants in the DEP must be on hand at accession/ship time. The Recruiting Service Liaison/Guidance Counselor Service(s) has the responsibility of ensuring original documents are on hand before projecting an applicant for shipping.

d. The MEPS commander or an appointed designee may ship individuals without original documents when requested by a local IRC member. Upon receipt of the original documents from the losing MEPS, all originals will be sent to the Recruit Training Center (RTC). The method of request (verbal or written) is a MEPS decision.

Chapter 5

Operations Processing

5-1. Overview

This chapter prescribes policies and procedures for the following portions of operations processing; performing briefings and interviews; reviewing/correcting ARN and SSN information; preparing and reviewing enlistment documents; processing disclosures; and conducting the Oath of Enlistment. All forms related to applicant processing at the MEPS will be signed in black, blue, or blue-black ink. Pencil, markers, or ball-point pens of any other color except as stated above will not be used. White out or correction tape/fluid will not be used on any form related to applicant processing. NOTE: All MEPS with e-Security will biometrically (index print/facial photo) enroll applicants prior to processing. If an applicant has been biometrically enrolled, MEPS personnel will conduct verification of identity. MEPS with e-Signature capability will sign the DD Form 4 biometrically.

5-2. USMEPCOM Commander's Welcome Briefing

This briefing is an important tool in setting the tone for the MEPS experience. It is designed for applicants who are unfamiliar with the MEPS, and is to be given to Active, Reserve, and National Guard applicants. This briefing is to be given to all applicants who have not been to a MEPS in over 2 years or require processing other than an inspect, consult, ASVAB, special test, or significantly reduced level activity. For maximum value, the briefing should precede as much of the MEPS processing day as possible. The briefing establishes rules of conduct, confirms to the applicant they are in a military environment, and ensures an understanding they are the number one mission priority. The level of professionalism is critical. For this reason, to the maximum extent possible, the briefing should be given by a uniformed member in the grade of E-7 or above. However, periodic personnel shortages may place undue stress due to a limited number of higher ranking military personnel available. In this case, the sector commander may approve a limited number of highly qualified MEPS civilian personnel (GS-7 and above) or military personnel (E-6 or above) to present the briefing. The approval level may not be delegated below the sector commander. The MEPS commander must personally observe the presentation prior to certification and request for approval. Personnel will be certified via memorandum, which will be maintained on file by the MEPS commander. If civilian MEPS personnel are used, they should be dressed so as to present a professional image. The USMEPCOM Commander's Welcome briefing can be located on the MEPNET: J-3/MOP; Divisions; J-3 Current Operations Division; Current Operations Processing Cycle Files; Welcome Brief. The MEPS may add to these slides as required to accommodate local circumstances, but will not delete any content.

5-3. USMEPCOM Commander's Modified Welcome Briefing (reduced processing)

The USMEPCOM Commander's Welcome Briefing has been modified to provide a condensed version of the initial briefing. The briefing slides can be located on the MEPNET: J-3/MOP; Divisions; J-3 Current Operations Division; Current Operations Processing Cycle Files; Welcome Brief. The MEPS may add to these slides as required to accommodate local circumstances, but will not delete any content. All modified versions may be given by any member of the MEPS staff. Restrictions do apply to the method of delivery as noted below:

a. Shippers Brief. This briefing is to be given to all applicants who are at the MEPS to ship to their RTC or Initial Duty Station. This briefing will be provided verbally (one-on-one or in a group) by any MEPS staff member.

b. Night Testing Brief. This briefing is to be given to all applicants who are at the MEPS for night ASVAB testing only. This briefing may be provided either verbally (one-on-one or in a group) or by hand-out provided to each applicant by a MEPS staff member.

c. Reduced Processing Brief. This briefing is to be given to all applicants that have previously received the USMEPCOM Commander's Welcome Briefing within the past 2 years and require a

significantly reduced level of processing activity (e.g., inspect, consult, or special test). This briefing may be provided either verbally (one-on-one or in a group) or by hand-out provided to each applicant by a MEPS staff member.

5-4. Alien Registration Number (ARN) / Social Security Number (SSN) information

a. The Recruiting Service Liaison/Guidance Counselor Service(s) are responsible for correcting nonapplicant packets placed in administrative hold "N" status in USMIRS in the following cases:

(1) Name mismatch with United States Citizenship and Immigration Services (USCIS)/Social Security Administration (SSA).

(2) Place of birth (POB)-country mismatch with USCIS/SSA.

(3) DOB mismatch with USCIS/SSA.

(4) United States citizenship mismatch with USCIS/SSA.

(5) Date of death exists.

(6) All combinations of the above factors.

c. Once the Recruiting Service Liaison/Guidance Counselor Service(s) has removed their applicant's administrative hold "N" status, the applicant is eligible to continue to process. The Recruiting Service Liaison/Guidance Counselor Service(s) will provide required source documentation as listed on the MEPNET: J-3/MOP; Divisions; J-3 Current Operations Division; Current Operations Processing Cycle Files; Operational Guidance Messages to MEPS personnel in order to ship applicants with ARN/SSN Not Found results. Once verified with source documents, the MEPS will remove the administrative hold "N" status. The applicant's result(s) will remain Not Found in USMIRS, and the applicant will ship without ETP or further action required by the MEPS.

d. The MEPS will ensure no applicant is shipped if USCIS/SSA results are pending. MEPS will inform the Recruiting Service Liaison/Guidance Counselor Service(s) of any applicant whose results are pending in USMIRS. Blue to Green (BTG) applicants that are pending USCIS/SSA results are exempt, provided their personal data is verified using their DD Form 214 (Certificate of Release or Discharge from Active Duty).

e. For information on external agency results posting, see USMEPCOM Regulation 680-3.

5-5. Preparation of DD Form 4 Series (Enlistment/Reenlistment Document Armed Forces of the United States)

The DD Form 4-series consists of DD Forms 4/1, 4/2, 4/3, will be referred to as DD Form 4-series. The DD Form 4-series are documents used for enlistment and reenlistment in the Armed Forces. It is, upon execution, an official legal agreement between the United States Government and the enlisted member. Instructions for the preparation of the DD Form 4-series are located on the MEPNET: J-3/MOP; Divisions; J-3 Current Operations Division; Current Operations Processing Cycle Files; Contract, and apply to both USMIRS and manually generated forms. The DD Form 1966-series consists of DD Forms 1966/1, 1966/2, 1966/3, 1966/4, 1966, and will be referred to as DD Form 1966-series. The DD Form 1966-series is the source document for preparing the DD Form 4-series. The MEPS will prepare the DD Form 4-series, review entries with the applicant for accuracy and completeness, and ensure the applicant understands the meaning and intent of the enlistment documents. If the applicant does not understand the enlistment document, the applicant will return to the sponsoring Recruiting Service Liaison/Guidance

Counselor Service(s) office for clarification. Special care must be taken to ensure the DD Form 4-series is prepared accurately and completely.

5-6. Re-creation of DD Form 4/1 and DD Form 4/2

If the original DD Form 4 series is lost, all efforts should be made to locate the missing documents. If the original documents cannot be located, the missing documents will be hand-typed with the original dates and information (no corrections) from USMIRS. The enlistment officer will sign and add the following statement as a header to the form: "THIS IS A RE-CREATION OF THE ORIGINAL DOCUMENT."

5-7. Preparation of DD Form 93 (Record of Emergency Data)

The DD Form 93, when completed, is an official record of beneficiaries designated to receive death gratuity pay and allowances. It also contains the name, address and phone number of the person(s) to be notified in the event of sickness, emergency, or death. The DD Form 93 is a mandatory document for all applicants accessing in the Armed Forces, except Coast Guard. Completion of the DD Form 93 is optional at DEP-in, however, it must be completed in its entirety before shipping. Instructions for the preparation of DD Form 93 are located on the MEPNET: J-3/MOP; Divisions; J-3 Current Operations Division; Current Operations Processing Cycle Files; PEI - PSI, and apply to both USMIRS and manually generated forms.

5-8. Preenlistment Interview (PEI)

The purpose of the interview is to assist the Recruiting Service Liaison/Guidance Counselor Service(s) office in preventing fraudulent entry into the Armed Forces. The interview will be conducted in English, and precede the Oath of Enlistment. The interview is for all applicants entering the DEP and all applicants accessing into the Reserves and National Guard. The MEPS interviewer must ensure applicants understand the importance of providing complete and accurate information. Applicant information collected is entered into USMIRS to prepare the MEPS-generated and required enlistment documents. Also, the MEPS interviewer confirms applicant information, and acquires required signatures. During this time, the Uniform Code of Military Justice (UCMJ) Article 83 - Fraudulent Enlistment is explained to the applicant (see Figure 5-1). The MEPS interviewer will follow the PEI script on the MEPNET: J-3/MOP; Divisions; J-3 Current Operations Division; Current Operations Processing Cycle Files; PEI - PSI, and may ask the questions listed in their own words. The MEPS interviewer may also ask subsequent questions, as necessary, to clarify situations or to clarify an applicant's statement(s). The wording is furnished as a guide, and need not be followed specifically as written; however, all questions listed must be covered during the interview. If USMIRS is not operational, the interviewer will generate the enlistment documents (forms) manually, upon completion of the interview.

a. Interview facility requirements. The MEPS will ensure, as a minimum, an enclosed or partitioned (5-foot high) workstation area, as far away as feasibly possible from traffic flow patterns, is available to conduct the PEI interview.

b. "Front-load" PEI applicants. The MEPS interviewer may process "front-load" PEI applicants as directed by local SOP when volume of applicants dictates in order to achieve a smooth work load. When used, the "front-load" process consists of two parts: fingerprinting, and preparation of DD Form 93. The MEPS interviewer may complete these two parts in any order, as long as each process is complete in its entirety. The last paragraph of item 3 of the PEI Interview script must be read to the applicant prior to fingerprinting. MEPS' will not send fingerprints captured on the Electronic Fingerprint Capture Station (EFCS) to the Fingerprint Interface Server (FIS) until the applicant has completed their contract. Applicants who do not complete an enlistment contract should have their fingerprints saved as incomplete in the EFCS, for transmission at a later time.

c. Recruiter observation. Recruiting Service personnel during recruiter orientation may observe the PEI and PAI interview with the consent of the applicant. Sponsoring recruiters are not allowed to observe their own applicants being interviewed.

d. Enlistment documents required for the PEI. The MEPS interviewer will have, at a minimum, the following documents available on each applicant to assist in the PEI, to validate answers and signatures, and to check the accuracy of data entry:

- (1) DD Form 4-series (Enlistment/Reenlistment Document - Armed Forces of the United States).
- (2) DD Form 1966-series (Record of Military Processing).
- (3) DD Form 2808 (Report of Medical Examination) original or "working copy."
- (4) DD Form 2807-1 (Report of Medical History) original or "working copy."
- (5) DD Form 93 (Record of Emergency Data). Optional for DEP.
- (6) SF 86 (Questionnaire for National Security Positions (Parts 1 and 2)) Electronic Personnel Security Questionnaire (EPSQ), or Electronic Questionnaire for Investigations Processing (e-QIP).
- (7) Fingerprint Division (FD) Form 258 (Federal Bureau of Investigation (FBI) U.S. Department of Justice Fingerprint Card (Applicant)) if manually processed.

5-9. Preaccession Interview (PAI)

The PAI is another quality check conducted before enlistment in a regular component from the DEP. The interview will be conducted in English, and precede the Oath of Enlistment. The PAI does not apply to Reserve or National Guard enlistees returning to the MEPS for shipping. Each applicant projected to enlist and ship (same day) by the MEPS will be given a copy of USMEPCOM Form 601-23-5-R-E (Introductory Preaccession Interview) to read before receiving either an individual or group PAI. The MEPS will distribute the form IAW local SOP, and instruct the applicant to complete section I of the form (i.e., name, sponsoring Service, SSN). MEPS' must allow applicants sufficient time to thoroughly read the form before the PAI. The MEPS interviewer will review UCMJ Article 83, and report any incidents that may be disqualifying for military service. The MEPS interviewer will follow the PAI script on the MEPNET: J-3/MOP; Divisions; J-3 Current Operations Division; Current Operations Processing Cycle Files; PAI, and may ask the questions listed in their own words. The MEPS interviewer may also ask subsequent questions, as necessary, to clarify situations or to clarify an applicant's statement(s). The wording is furnished as a guide, and need not be followed specifically as written; however, all questions listed must be covered during the interview. If USMIRS is not operational, the interviewer will generate the enlistment documents (forms) manually, upon completion of the interview. At the end of the PAI, the applicant will sign and date USMEPCOM Form 601-23-5-R-E. If an applicant refuses to sign USMEPCOM Form 601-23-5-R-E, the MEPS interviewer will stop the applicant's processing, place the applicant in an administrative hold "N" status in USMIRS, and notify the Recruiting Service Liaison/Guidance Counselor Service(s) office. If the applicant wants to state the reasons for not signing the USMEPCOM Form 601-23-5-R-E, the MEPS interviewer will report the reason as a PAI additional disclosure in USMIRS. The MEPS commander may have the PAI conducted on an individual basis or in a group session as part of the pre-oath briefing IAW local SOP.

a. Individual/desk side PAI. If an individual PAI is conducted, after each question, the MEPS interviewer will have the applicant respond verbally (in English) and affirm his/her answer on the form for each question. The MEPS interviewer will determine if a USMEPCOM Form 601-23-E (Report of Additional Information) must be prepared based on the applicant's responses to the questions. For individual/desk side interviews, the facility requirements in paragraph 5-8a apply.

b. Group PAI. If a group PAI is conducted the MEPS interviewer will ensure applicants have completed section I of USMEPCOM Form 601-23-5-R-E before the group PAI, and that the form is available to be finished during the PAI. The MEPS interviewer will inform all applicants there are to be no public responses to individual questions, nor will any MEPS employee request a public response to individual questions on the form (e.g., raised hand, verbal response). Applicants will complete USMEPCOM Form 601-23-5-R-E during the group PAI by indicating their response on the form as each question is asked. At the end of the interview, the applicant will sign and date USMEPCOM Form 601-23-5-R-E and return the form to the MEPS interviewer. If the applicant has marked any question "Let's Discuss", the MEPS interviewer will give the applicant an individual/desk side PAI for those specific questions. The MEPS interviewer will determine if the PAI disclosure requires completion of USMEPCOM Form 601-23-E and administrative hold "N" status in USMIRS based on the applicant's statements. If unsure, MEPS personnel will process as a disclosure of additional information.

c. Enlistment documents required for the PAI. The MEPS interviewer will have, at a minimum, the following documents on each applicant to assist in the PAI, to validate answers and signatures, and to check the accuracy of data entry:

- (1) DD Form 4-series.
- (2) DD Form 1966-series.
- (3) DD Form 2808.
- (4) DD Form 2807-1.

5-10. Applicant signature review

a. During the PAI/PEI, the MEPS interviewer will review the applicant's signatures for consistency on all examination and enlistment documents. Signatures on available forms prepared during enlistment processing (i.e., DD Form 4-series, DD Form 93, SF 86, DD Form 1966-series) will be compared with signatures on documents used to initiate the applicant's examination packet (i.e., USMEPCOM Form 680-3A-E, DD Form 2807-2).

b. If the signatures appear inconsistent, the MEPS interviewer will consult the operations officer or designee and, if needed, will pass the enlistment documents to the sponsoring Recruiting Service Liaison/Guidance Counselor service(s) office for review to determine the need for suspension of enlistment processing pending further investigation.

c. If a signature discrepancy is found, the MEPS interviewer will place the applicant in an administrative hold "N" status in USMIRS. This action creates a history for the MEPS and allows the Recruiting Service Liaison/Guidance Counselor Service(s) office to clear the discrepancy, if appropriate, without creating additional paper documentation. The Recruiting Service Liaison/Guidance Counselor Service(s) user name will be retained as the authority that cleared the applicant's processing.

5-11. Disclosure of additional information

While processing through the MEPS, the applicant may at any time disclose information that was not previously disclosed to the Recruiting Service Liaison/Guidance Counselor Service(s) office or not previously recorded on the DD Form 1966-series or DD Form 2807-1. MEPS personnel will provide the Recruiting Service Liaison/Guidance Counselor Service(s) office any information, not previously disclosed, that may be unclear, questionable, or could be considered a potentially disqualifying factor for enlistment into military service. The MEPS will place the applicant in an administrative hold "N" status in USMIRS to prevent further processing pending determination of eligibility for military service. There are two types of disclosure categories (medical and nonmedical) for information that may disqualify the

applicant from military service, and allegation of improper recruiting practice. All disclosures will be recorded on USMEPCOM Form 601-23-E.

a. Processing medical disclosures.

(1) The MEPS physician and the sponsoring Recruiting Service Liaison/Guidance Counselor Service(s) office will evaluate new information on drug, marijuana, or alcohol use/abuse. Arrests or convictions by civil authorities for possession, sale, or transfer of drugs or alcohol, which did not involve or include use or abuse of the substance by the applicant, are considered a Service-related disclosure for evaluation by the sponsoring Recruiting Service Liaison/Guidance Counselor Service(s) office. However, an applicant involved in frequent or repeated encounters with civil authorities may have a personality or behavior disorder and will be evaluated by a MEPS physician.

(2) All medical disclosures that occur during MEPS processing require the completion of USMEPCOM Form 601-23-E. When the MEPS is "Front Load" processing, applicant disclosures will be handled in the same manner as regular processing disclosures.

(3) If the applicant reveals new information during the PEI/PAI interview, the MEPS interviewer will enter the medically related disclosure information into USMIRS, which automatically places the applicant in an administrative hold "N" status. The MEPS interviewer will discontinue processing and direct the applicant (with enlistment packet) to the MEPS CMO for evaluation of the disclosure.

(4) The MEPS CMO will review the disclosure in USMIRS and enter evaluation data in response to the disclosure reflecting the applicant's medical qualification including any profile changes. The medical section will then direct the applicant (with enlistment packet) to the Service Liaison/Guidance Counselor Service(s) office for their evaluation of the disclosure and the medical response to the disclosure. The Recruiting Service Liaison/Guidance Counselor Service(s) office will elect to disqualify, suspend, or qualify the applicant based upon the medical response and Service standards. The Recruiting Service Liaison/Guidance Counselor Service(s) will enter their response into USMIRS.

(5) The Operations Section will enter any applicable waiver information, and remove the administrative hold "N" status. If the applicant is still medically disqualified and the Recruiting Service Liaison/Guidance Counselor Service(s) elects to continue processing the applicant, the Recruiting Service Liaison/Guidance Counselor Service(s) office will direct the applicant to the Operations Section.

(6) In the absence of a MEPS CMO/FBP, the MEPS commander may review the medical disclosure(s) and interview the applicant. This interview is intended to preclude unnecessary enlistment delays and hold-over costs for situations when the medical disclosure is obviously not considered disqualifying. To assist the MEPS commander during the review process:

(a) The commander and MEPS CMO will establish a list of medical history items that would not disqualify an applicant.

(b) If the MEPS commander determines an applicant is still eligible for enlistment, he/she will annotate DD Form 2807-1 (item 30) with the additional information and sign and date it. The MEPS commander will also then complete USMEPCOM Form 601-23-E, item 3a "Qualified" and return the applicant to the MEPS interviewer to continue processing. The MEPS interviewer will enter the decision that the applicant is qualified to continue processing into USMIRS.

(c) If the MEPS commander determines that an applicant is not qualified for enlistment, then processing will be discontinued pending Service determination.

(7) The MEPS commander may defer the interview until the MEPS CMO is available. If deferring, the MEPS commander will:

(a) Terminate applicant processing (with or without remarks) in USMIRS.

(b) Flag the applicant's packet and discontinue processing. The Recruiting Service Liaison/Guidance Counselor Service(s) office is advised that the MEPS CMO must consider any additional information when provided, and an interview with the applicant may be required before a determination can be made.

(c) Annotate on the USMEPCOM Form 601-23-E, item 4 (Remarks), "Service determination required" and item 5, "BOOON" – Admin Hold, and place the applicant's packet in an administrative hold "N" status if a Recruiting Service Liaison/Guidance Counselor Service(s) is not available.

(8) The MEPS commander, during his/her absence, may delegate review authority to the acting commander or the next senior officer. This authority will not be further delegated.

(9) When USMIRS is not operational, and a medical disclosure occurs, manual processes will be used. The MEPS will complete USMEPCOM Form 601-23-E (items 1 and 2) and USMEPCOM Form 601-23-2-R-E and post both to the hard copy packet, and continue to process as above. The operations section will maintain a copy in the suspense file, which must be reconciled (response received by both medical and Service) by close of business. When USMIRS is operational, ensure the applicable transactions are entered, and terminate the suspense file(s).

b. Processing nonmedical disclosures

(1) When a nonmedical disclosure occurs, the MEPS interviewer will enter the disclosure information into USMIRS, which automatically places the applicant in an administrative hold "N" status. The MEPS interviewer discontinues processing and directs the applicant (with enlistment packet) to the Recruiting Service Liaison/Guidance Counselor Service(s) office for evaluation of the disclosure.

(2) When USMIRS is not operational, and a nonmedical disclosure occurs, manual processing will continue as follows. The MEPS will return the applicant, enlistment packet, and USMEPCOM Form 601-23-E (original) to the sponsoring Recruiting Service Liaison/Guidance Counselor Service(s) office. The operations section will maintain a copy in the suspense file, which must be reconciled (response received by both the Service and medical when applicable) by close of business. When USMIRS is operational, ensure the applicable transactions are entered, and terminate the suspense file(s).

(3) The Recruiting Service Liaison/Guidance Counselor Service(s) considers the additional information and clears or terminates applicant processing in USMIRS. The form and packet (and applicant, if processing resumes) are to be returned to the interviewer before close of business.

(4) The USMIRS tracks all Recruiting Service Liaison/Guidance Counselor Service(s) work history via user identification; therefore, signatures are not required.

(5) If the disclosure was not disqualifying, or a waiver is included in the packet, the applicant will continue processing after the Recruiting Service Liaison/Guidance Counselor Service(s) clears the applicant.

(6) If the disclosure was permanently or temporarily disqualifying, the Recruiting Service Liaison/Guidance Counselor Service(s) will return the applicant packet to the MEPS interviewer. The MEPS interviewer will review and respond to the data electronically in USMIRS.

(7) If a Recruiting Service Liaison/Guidance Counselor Service(s) is not available during processing, the PEI/PAI interviewer will annotate on the USMEPCOM Form 601-23-E, item 4 (Remarks), "Service determination required" and item 5, "BOOON" – Admin Hold, and will flag the applicant's packet. USMIRS requires no additional action, as the applicant is automatically placed in an administrative hold "N" status.

c. Processing alleged improper recruiting practice disclosures. If an applicant alleges an improper recruiting practice anytime during processing, the interviewer will complete USMEPCOM Form 601-23-E and ask the applicant to make a written statement under penalty of perjury.

(1) While preparing USMEPCOM Form 601-23-E for an improper recruiting practice disclosure, the MEPS interviewer will:

(a) Not include any specifics about the alleged improper recruiting practices on the statement. The only statement to be listed on USMEPCOM Form 601-23-E is, "Applicant alleges improper recruiting practice(s)." By completing USMEPCOM Form 601-23-E, the applicant is placed in an administrative hold "N" status, which requires the sponsoring Service to respond with processing guidance.

(b) If an applicant alleges improper recruiting practice and makes additional non-related disclosure(s) only the additional non-related disclosure(s) will be recorded on USMEPCOM Form 601-23-E. The last entry on the form will be "Applicant alleges improper recruiting practice(s)."

(2) The applicant will prepare their statement on plain bond paper. The MEPS interviewer or MEPS commander will ensure the following acknowledgment is printed at the end of the statement exactly as shown:

"I declare (or certify, verify, or state) under penalty of perjury that the foregoing is true and correct. (28 United States Code (U.S.C.) 1746) Executed on (date). (Signature)."

NOTE: Before signing the statement, the interviewer will advise the applicant that he or she may be prosecuted for perjury under 18 U.S.C., Section 1621, for making a false statement under penalty of perjury. If the applicant refuses to make a statement under penalty of perjury, the MEPS interviewer will make the statement under penalty of perjury, using the same procedures outlined above. The statement will describe, as completely as possible, the information revealed by the applicant, the circumstances under which the information was revealed, and any additional information deemed appropriate. MEPS' will ensure the following information is included in the statement:

(a) Name and grade of recruiting personnel concerned. If unknown, include a physical description, to include race and vocal characteristics.

(b) Include dates, times, and places where significant events took place.

(c) Describe exactly what the recruiting representative(s), and any other involved person(s), did or said.

(d) Name everyone who could have seen or heard what the recruiter did or said during the alleged situation. If the applicant cannot remember names, give physical descriptions. Witnesses may include friends, probation or parole officers, girlfriends, siblings, parents, judges, defense lawyers, or another recruiter.

d. Reporting of alleged improper recruiting practices

(1) The MEPS interviewer will inform the MEPS commander of the alleged improper recruiting practice.

(2) The MEPS commander will verbally inform the appropriate IRC commander on the same day the allegation surfaces and will prepare a MFR. Within 1 workday of documenting the allegation, the MEPS commander will send, via secure e-mail, the original statement to the IRC commander. The MEPS commander will include a memorandum that contains the applicant's full name and SSN in the subject line, describes allegations, and identifies the recruiter(s) involved in the body. A sample memorandum is located on the MEPNET: J-3/MOP; Divisions; J-3 Current Operations Division; Current Operations Processing Cycle Files; PEI - PSI. The MEPS will send information copies to the appropriate Recruiting Service Liaison/Guidance Counselor Service(s) investigative activity IAW the list provided on the sample memorandum.

(3) Maintain a complete record documenting each allegation, and file IAW appendix A, Section VI, Prescribed Record Numbers.

5-12. Pre-oath briefing

Before administering the Oath of Enlistment, MEPS personnel will provide a pre-oath briefing to applicants. The pre-oath briefing will be conducted in a separate room (normally next to the ceremony room). After the briefing, the applicants will be asked if they fully understand the potential punishments if found guilty of violating any policies or UCMJ articles briefed. The pre-oath briefing will include:

- a. Reading UCMJ Articles 85 and 86 (see Figure 5-1).
- b. Reading the DoD Applicant Briefing on Separation Policy and Restrictions on Personal Conduct in the Armed Forces (see Figure 5-2).
- c. Instructing the applicant on proper conduct during the Oath of Enlistment (i.e., how to stand at attention and hold their right hand up at a 90-degree angle).
- d. Informing the applicant that while reciting the Oath of Enlistment they have the option to swear or affirm, and that the words "so help me God" may be omitted at the end of the oath if they so choose.

5-13. DoD Applicant Briefing on Separation Policy and Restrictions on Personal Conduct in the Armed Forces

The MEPS personnel will administer the DoD Applicant Briefing on Separation Policy and Restrictions on Personal Conduct in the Armed Forces briefing, which can be found at Figure 5-2, to all applicants processing through the MEPS for enlistment into the Armed Forces. The briefing will be administered verbatim; The MEPS' are not authorized to deviate from the text on Figure 5-2. NOTE: Do not ship applicants to basic training until the briefing has been administered.

5-14. USMEPCOM Form 601-23-4-E (Restrictions on Personal Conduct in the Armed Forces)

After the applicant completes the Oath of Enlistment and signs the DD Form 4/2 or 4/3, MEPS' will attach a copy of USMEPCOM Form 601-23-4-E to the applicant's copy of the DD Form 4 (only).

5-15. Oath of Enlistment

The Oath of Enlistment will take place immediately following the pre-oath briefing. The MEPS commander (or designated enlistment officer) will conduct the Oath of Enlistment according to U.S. Code Title 10, AR 601-270, DoD and Recruiting Service Liaison/Guidance Counselor Service(s) directives. The enlistment ceremony is a meaningful event, both for the enlistee and their guests. Capturing the event through video or still photography is authorized to the extent practical. Oath of Enlistment officers

will use discretion to ensure that photography is done as not to interfere with the solemnity of the ceremony.

a. The MEPS commander (or designated enlistment officer) will ask applicants, just before the Oath of Enlistment “Have you been briefed on and do you understand the DoD Applicant Briefing on Separation Policy and Restrictions on Personal Conduct in the Armed Forces, and UCMJ Articles 83, 85, and 86?”

b. The MEPS commander (or designated enlistment officer) will ask applicants, before the Oath of Enlistment “Does anyone have any questions or reservations/reluctance to enlisting at this time?” The wording is furnished as a guide and need not be followed specifically as written; however, must be covered before the ceremony.

c. Applicants will not be permitted to sign the DD Form 4 series prior to the oral administration of the Oath of Enlistment. If the applicant refuses to sign the enlistment agreement after administration of the Oath of Enlistment, the enlisting officer will so note on the enlistment agreement and return the applicant to the Recruiting Service Liaison/Guidance Counselor Service(s) for resolution IAW Recruiting Service Liaison/Guidance Counselor Service(s) policies.

d. As part of a joint DoD-Veterans Affairs Office effort, the MEPS will distribute VA Pamphlet 21-00-1, Summary of VA Benefits to all applicants entering the DEP or Reserve/National Guard accession after they receive the Oath of Enlistment. The MEPS’ will contact their respective sector advisor to reorder pamphlets prior to depleting their on-hand supply.

5-16. Processing exceptions to policy (ETPs)

Variances from the guidance in this regulation require approved ETPs. Approvals that can be granted by the appropriate sector HQ should be submitted directly to that office. ETPs that require a USMEPCOM HQ staff element to approve should be submitted in the form of a MOC request, to be forwarded to the appropriate staff office. The following are examples, and are not all inclusive:

a. ARN/SSN Pending. When an applicant's ARN/SSN result has not posted in USMIRS, and the applicant is projected to ship, a request from the Recruiting Service Liaison/Guidance Counselor Service(s) HQ is required via MOC request. The request should state that the Recruiting Service Liaison/Guidance Counselor Service(s) HQ takes full responsibility for results posted to the applicant's packet after shipping. In the event the SSN/ARN results post as a mismatch or not found, the MEPS operations officer will notify the Recruiting Service Liaison/Guidance Counselor Service(s), who in turn will notify their Service HQ of the results.

b. Exception to the shipping schedule. On occasion the MEPS may be requested to ship nonprior service (non-PS) applicants on days that are not regular shipping days for the Recruiting Service Liaison/Guidance Counselor Service(s). These requests should be submitted to USMEPCOM HQ by MOC request.

c. Enlisting applicants unable to ship - ship mission days. The MEPS may enlist applicants on respective Recruiting Service Liaison/Guidance Counselor Service(s) shipping mission days, even when applicants are not able to ship the same day due to poor weather, unavailability of airline seats, or other exceptional conditions that make good business sense. The MEPS commander will make this decision, based on availability of resources. Questionable conditions may be elevated through the chain of command. The sponsoring Recruiting Service Liaison/Guidance Counselor Service(s) will take responsibility of accessed applicants that are delayed transportation to the RTC at the request of the Recruiting Service Liaison/Guidance Counselor Service(s).

(1) Shipping applicants - nonmission days. The MEPS should not normally enlist an applicant if they cannot ship the same day. The sponsoring Recruiting Service Liaison/Guidance Counselor Service(s) will take responsibility of accessed applicants that are delayed transportation to the RTC at the request of the Recruiting Service Liaison/Guidance Counselor Service(s).

(2) Shipping holdovers. Should inclement weather conditions and/or requests from the Recruiting Service Liaison/Guidance Counselor Service(s) cause holdovers through the weekend (e.g., no Saturday opening), the MEPS commander must determine the feasibility of meals, lodging, and responsibility for enlistee's behavior for that weekend and determine whether these applicants should be sworn in or not. Once determined, IRC members will be notified of the decision and incumbent responsibilities. Applicants will be shipped on original travel orders when the situation is clear. Since the new enlistees have accessed, the MEPS commander will advise the appropriate IRC member that conduct of the enlistees is now the Recruiting Service Liaison/Guidance Counselor Service(s) responsibility and falls under the UCMJ. MEPS will restate UCMJ Articles 85 and 86 to the new enlistees prior to departing the MEPS. Responsibility for the shippers will rest with the sponsoring Service and not the MEPS. The MEPS will provide transportation, meals, and lodging, but each Service is responsible for monitoring enlistees' behavior during a hold-over situation and ensuring the enlistees return to the MEPS for shipping when weather conditions permit. When large numbers of a specific Service are sworn in and held over in the hotel, Services may be asked to provide a telephonic point of contact to the applicant hotel in case of unruly behavior of the new active-duty personnel awaiting shipment.

d. Extension to duty day. Each Recruiting Service Liaison/Guidance Counselor Service(s) should provide a sufficient number of counselors/liaisons to process its projected applicants without the need for extensions. Recruiting Service Liaison/Guidance Counselor Service(s) who choose to continue working job reservations beyond the last processing start time will provide the MEPS a list of those applicants who require lodging. The MEPS will make necessary lodging arrangements and complete processing of those applicants on the following duty day. Extensions beyond the MEPS last processing time are costly and should be avoided. However, on rare occasions, extensions may be necessary, and MEPS commanders may grant them on a case-by-case basis.

5-17. Recruiting Service unique programs

Occasionally the Recruiting Service Liaison/Guidance Counselor Service(s) will implement a unique program designed to help Service recruiters achieve their goals. When the Recruiting Service Liaison/Guidance Counselor Service(s) choose to implement these new programs, the Recruiting Service Liaison/Guidance Counselor Service(s) will contact the appropriate staff element at HQ USMEPCOM prior to implementation. This will ensure all requirements can be met in order to support the Recruiting Service Liaison/Guidance Counselor Service(s). Once coordinated with the Recruiting Service Liaison/Guidance Counselor Service(s), USMEPCOM will publish the necessary procedures through the USMEPCOM Command Information Message System, and post the applicable operational guidance on the MEPNET.

UCMJ ARTICLES 83, 85, and 86

(For administration of these articles, see USMEPCOM Regulation 601-23, Chapter 5)

UCMJ ARTICLE 83 (FRAUDULENT ENLISTMENT, APPOINTMENT, OR SEPARATION)

Any person who-

(a) procures his own enlistment or appointment in the Armed Forces by knowingly false representation or deliberate concealment as to his qualifications for the enlistment or appointment and receives pay or allowances there under; or

(b) procures his own separation from the Armed Forces by knowingly false representation or deliberate concealment as to his eligibility for that separation;

shall be punished as a court-martial may direct.

UCMJ ARTICLE 85 (DESERTION)

Any member of the Armed Forces who-

(a) without authority goes or remains absent from his or her unit, organization, or place of duty with intent to remain away there from permanently;

(b) quits his or her unit, organization, or place of duty with intent to avoid hazardous duty or to shirk important Service; or

(c) without being regularly separated from one of the Armed Forces enlists or accepts an appointment in the same or another one of the Armed Forces without fully disclosing the fact that he has not been regularly separated, or enters any Foreign Armed Service except when authorized by the United States; is guilty of desertion. Any person found guilty of desertion or attempt to desert shall be punished, if the offense is committed in time of war, by death or such other punishment as a court-martial may direct, but if the desertion or attempt to desert occurs at any other time, by such punishment, other than death, as a court-martial may direct.

UCMJ ARTICLE 86 (ABSENCE WITHOUT LEAVE)

Any member of the Armed Forces who, without authority-

(a) fails to go to his or her appointed place of duty at the time prescribed;

(b) goes from that place; or

(c) absents himself or herself or remains absent from his or her unit, organization, or place of duty at which he or she is required to be at the time prescribed; shall be punished as a court-martial may direct.

Figure 5-1. UCMJ Articles 83, 85, and 86

**DoD APPLICANT BRIEFING ON SEPARATION POLICY AND RESTRICTIONS ON PERSONAL
CONDUCT IN THE ARMED FORCES**

(For administration of this briefing, see USMEPCOM Regulation 601-23, Chapter 5)

FOR OFFICIAL USE ONLY

As military members, you occupy a unique position in society. You represent the military establishment. This special status brings with it the responsibility to uphold and maintain the dignity and high standards of the U.S. Armed Forces at all times and in all places. The Armed Forces must also be ready at all times for worldwide deployment. This fact carries with it the requirement for military units and their members to possess high standards of morale, good order and discipline, and cohesion. As a result, military laws, rules, customs, and traditions include restrictions on your personal behavior that may be different from civilian life. Members of the Armed Forces may be involuntarily separated before their enlistment or term of service ends for various reasons established by law and military regulations. Some unacceptable conduct may be grounds for involuntary separation, such as:

You establish a pattern of disciplinary infractions, discreditable involvement with civil or military authorities or you cause dissent, or disrupt or degrade the mission of your unit. This may also include conduct of any nature that would bring discredit on the Armed Forces in the view of the civilian community.

Because of parental responsibilities, you are unable to perform your duties satisfactorily or you are unavailable for worldwide assignment or deployment.

You fail to meet the weight control standards.

Although we have not and will not ask you whether you are a heterosexual, or a homosexual, or a bisexual, you should be aware that homosexual acts, statements that demonstrate a propensity or intent to engage in homosexual acts, and homosexual marriages or attempted marriages are grounds for discharge from the Armed Forces. This means that if you do one of the following, you could be involuntarily separated before your term of services ends:

1. Homosexual acts. You engage in, attempt to engage in, or solicit another to engage in a homosexual act or acts. A “homosexual act” means touching a person of your same sex or allowing such a person to touch you for the purpose of satisfying sexual desires. (For example, hand-holding or kissing, or other physical contact of a sexual nature.)

2. Homosexual statements. You make a statement that demonstrates a propensity or intent to engage in homosexual acts. This may include a statement by you that you are a homosexual or bisexual, or words to that effect. It also may include behavior that a reasonable person would believe was intended to convey the statement that you are a homosexual or bisexual.

3. Homosexual marriage. You marry or attempt to marry a person of your same sex.

You will not necessarily be discharged if you do or say these things solely to end your military service. You may, however, be disciplined.

The Armed Forces do not tolerate harassment or violence against any Service member, for any reason.

**Figure 5-2. DoD Applicant Briefing on Separation Policy and Restrictions on Personal Conduct
in the Armed Forces**

Chapter 6

Personnel Security Investigation (PSI) Requests

6-1. Overview

This chapter prescribes policies, procedures, and responsibilities for processing PSI requests (formerly known as ENTNAC) at the MEPS. If used, USMEPCOM Background Investigation Reports (BIR) accounts will be established IAW the BIR User's Manual, located on the MEPNET: J-3/MOP; Divisions; J-3 Current Operations Division; Current Operations Processing Cycle Files; Fingerprints.

6-2. PSI source documents

The SF 86 (Questionnaire for National Security Positions (Part 1 and 2)) EPSQ items 1, 2, 3, 8, 11, 17, 19, 21 thru 30 or e-QIP items 1 thru 6, 13, 15, 16, 19, 21, 23, 24, and 25 will be the source document for all PSI submissions.

6-3. MEPS guidelines

In coordination with the Recruiting Service Liaison/Guidance Counselor Service(s) and the investigating agency, the MEPS will:

a. Process and submit Automated (A) PSI requests for all applicants prior to entry into the Armed Forces regardless of POB, foreign travel, prior Federal employment, moral and medical waivers, and residency of immediate family members.

b. Submit all applicant PSIs as Automated (A) in the USMIRS OE01 (ENTNAC Data) screen, once complete personal data is verified in USMIRS. Aliases, names by which the enlistee is or has been known, will be verified by the source document in paragraph 6-2 prior to entry into USMIRS. (See MEPNET: J-3/MOP; Divisions; J-3 Current Operations Division; Current Operations Processing Cycle Files; Fingerprints.)

c. Enter a Manual (M) in USMIRS when the EFCS is inoperable, and the applicant PSI fingerprints are manually inked, rolled, and mailed to the investigating agency.

d. Return the SF 86/EPSQ/e-QIP documentation to the appropriate Recruiting Service Liaison/Guidance Counselor Service(s) office for submission to the investigating agency, upon completion of the USMIRS entry.

e. Notify the Recruiting Service Liaison/Guidance Counselor Service(s) when PSI submissions cannot be electronically submitted, due to EFCS inoperability. The MEPS will explain contingency options available to the Recruiting Service Liaison/Guidance Counselor Service(s):

(1) The Recruiting Service Liaison/Guidance Counselor Service(s) can reschedule their applicant for fingerprint processing at a later date.

(2) The MEPS can manually prepare Recruiting Service Liaison/Guidance Counselor Service(s) PSI requests. However, this option requires the MEPS to submit a request to the MOC for approval.

f. Re-take and send the applicant's fingerprints when requested by the Recruiting Service Liaison/Guidance Counselor Service(s).

g. Re-submit fingerprints only at the request of the investigating agency. (Procedures can be located on the MEPNET: J-3/MOP; Divisions; J-3 Current Operations Division; Current Operations Processing Cycle Files; Fingerprints.

6-4. Recruiting Services guidelines

The Recruiting Service Liaison/Guidance Counselor Service(s) will:

- a. Submit all required forms, with the applicant, for processing to the MEPS. (See paragraphs 5-8d and 6-2, as applicable.)
- b. Transmit, fax, or mail the SF 86/EPsQ/e-QIP documentation (and release forms) to the investigating agency.
- c. Maintain PSI documents in the enlistee's DEP and/or accession packet.
- d. Review USMIRS CR01 screen or BIR daily for results pending and results received.
- e. Contact their servicing MEPS if an automated PSI confirmation result (B006S) is not posted in the applicant's packet in USMIRS within 96 hours.

6-5. Investigating agency guidelines

The investigating agency will:

- a. Process PSI requests and report results to USMEPCOM (Automated Only).
- b. Return improperly prepared manual PSI requests to the submitting MEPS address listed on the FD 258.
- c. Compile statistics pertaining to PSI requests.

6-6. USMIRS submission/transaction data

The PSI submission path will be accomplished in the USMIRS OE01 screen. USMIRS PSI input may be accomplished during any point of applicant processing. Place the appropriate submission path in the data field provided before transmitting fingerprints to the investigating agency. Valid PSI transaction and submission codes are listed below. NOTE: The MEPS will only use workload identification code (WKID) B006M to identify the manual fingerprint process during an EFCS failure.

- a. The following submission codes will be used for the PSI path entered in USMIRS OE01 screen:
 - (1) A – Automated.
 - (2) M – Manual.
 - (3) R – Resubmission.
 - (4) Leave blank when no submission is required.
- b. The MEPS fingerprint technician must enter one of the following WKID transaction codes to track PSI submissions, prior to transmitting the EFCS fingerprints to HQ USMEPCOM:
 - (1) B006A - Automated submission.
 - (2) J006A - Correction to Automated submission.
 - (3) B006M - Manual submission.
 - (4) J006M - Correction to Manual submission.

c. The MEPS fingerprint technician must ensure data has been accurately recorded in the EFCS prior to transmitting. (See paragraph 5-8b for front loading applicants.) NOTE: Fingerprints must not be transmitted until the applicant has entered the DEP or accessed.

d. The MEPS fingerprint technician must ensure all EFCS fingerprints have been transmitted prior to MEPS close of business for applicants that complete the DEP or accession process.

6-7. Electronic Fingerprint Capture Station (EFCS) procedures

The EFCS will electronically transmit fingerprints to the FIS located at HQ USMEPCOM. The FIS, in turn, will transmit the fingerprints to the designated investigating agency. The Centralized Relational Database (CRDB), located at HQ USMEPCOM, will receive results from the investigating agency, and in turn, USMEPCOM will transmit results to the MEPS via USMIRS. Results (to include "Rap Sheets") will be sent to the Recruiting Service Liaison/Guidance Counselor Service(s) office, via e-mail, from the investigating agency. The MEPS will:

a. Fingerprint all applicants utilizing the EFCS and transmit fingerprints electronically to the investigating agency on all applicants processing for enlistment. (Fingerprints are not electronically transmitted for manual PSI submissions.)

b. Process PS applicants who are projected as "No Medical Required." The MEPS will utilize the SF 86/EPSQ/e-QIP provided by the Service Liaisons for manual entry of applicant information into the EFCS data fields.

c. Upon Recruiting Service Liaison/Guidance Counselor Service(s) request, capture fingerprints of special-category applicants (no interview required), regardless of the program the applicant is processing under. The MEPS will provide hard copy applicant fingerprint cards (FD Form 258) to the Recruiting Service Liaison/Guidance Counselor Service(s) to be mailed to the investigating agency. These fingerprints must not be transmitted electronically (to preclude duplicate billing to the Services and duplication of effort by the investigating agency).

d. Provide one copy of the 680-3ADP for each applicant indicating the PSI submission path and date to the sponsoring Recruiting Service Liaison/Guidance Counselor Service(s).

e. Provide hard copy applicant fingerprint cards (FD Form 258) to the Recruiting Service Liaison/Guidance Counselor Service(s) upon request.

6-8. USMIRS PSI Results

Results for a completed, automated PSI, normally will be received within 21 business days (dependent upon the investigating agency work load) of submission, and returned as either a possible match, or favorable result. Results are listed on USMIRS screen CR01. Print functions are available but do not have to be used since the results are printed on the 680-3ADP. For automated PSI requests over 21 business days old, the MEPS will submit a MOC request to verify status. The MOC will notify the MEPS of the latest status and provide processing guidance. PSI results are described below:

a. **B006S.** Confirmation (USMIRS generated to reflect receipt of a case number). Case numbers must be available when inquiring about the current status of an unresolved PSI.

b. **B006P.** Possible Match (possible match with an existing FBI record). The investigating agency will return an Advance Fingerprint Report (AFR) with Records of Arrest and Prosecution (RAP) sheets and all pertinent attachments (when available) for all possible match cases. These results will then be forwarded through USMIRS to the MEPS, and by e-mail to the Recruiting Service Liaison/Guidance Counselor Service(s) office. The Recruiting Service Liaison/Guidance Counselor Service(s) office will file the possible match result in the applicant's DEP/accesion packet. The Recruiting Service

Liaison/Guidance Counselor Service(s) are the only recipients of AFRs. The Recruiting Service Liaison/Guidance Counselor Service(s) are responsible for the disposition of all possible match cases. When the Recruiting Service Liaison/Guidance Counselor Service(s) have questions concerning non-receipt of the AFRs or the subsequent reports, RAP sheets, or Case Closing Transmittals can not be obtained through the BIR, the Recruiting Service Liaison/Guidance Counselor Service(s) may request their servicing MEPS contact the MOC for assistance/guidance. NOTE: Results do not indicate fingerprint submissions are classifiable.

c. B006F. Favorable (No record or unfavorable information listed by the FBI). The Recruiting Service Liaison/Guidance Counselor Service(s) office will file the 680-3ADP with favorable results in the applicant's DEP/accession packet with the SF 86/EPsQ/e-QIP documentation. NOTE: Results do not indicate fingerprint submissions are classifiable.

6-9. Unclassifiable Fingerprints (UF)

The investigating agency returns UF notification to the Recruiting Service Liaison/Guidance Counselor Service(s), and simultaneously notifies the MEPS when fingerprints are unclassifiable. It is the Recruiting Service Liaison/Guidance Counselor Service's responsibility to schedule the applicant for re-fingerprinting prior to ship date, IAW local SOP. The MOC receives UF rates from the investigating agency on a monthly basis (between the 5th and 10th of the month for the preceding month) and forwards statistics to the sectors for further distribution to the MEPS. (See the MEPNET: J-3/MOP; Divisions; J-3 Current Operations Division; Current Operations Processing Cycle Files; Fingerprints for common errors associated with UFs.)

The Background Investigation Report (BIR) can be used to assist MEPS personnel in the identification of unclassifiable fingerprints as soon as they are classified as such.

6-10. PSI/EFCS/USMIRS reconciliation

a. MEPS personnel will accomplish reconciliation on ENTNAC (Report of Daily ENTNAC Submissions and Transaction History Report (THR)) daily.

b. After all processing is complete, MEPS personnel will print the PCN ZHM001 and PCN ZHM003 from USMIRS and the THR from the EFCS.

c. MEPS personnel will ensure the "STATE" column of the THR indicates the status of each record upon transmission (Ready to Send, Incomplete, Confirmation Received (the record was received successfully at the FIS at HQ USMEPCOM), etc). Refer to the EFCS 2100 Tenprint Livescan System User's Manual located on the MEPNET, J-3/MOP; Divisions; J-3 Current Operations Division; Current Operations Processing Cycle Files; Fingerprints, for instructions on the status log.

d. MEPS personnel will ensure the "State" column indicates "Sending", "Sent" or "Confirmation Received" at the end of the day.

e. Each morning MEPS personnel will print the PCN ZHM001 and compare it to the THR from the EFCS. Check to verify that the "State" status codes changed from "Sending" or "Sent" to "Confirmation Received" on the THR and if the investigating agency received the fingerprints by receiving Confirmation Received (B006S) on the PCN ZHM001

f. MEPS personnel will contact the MOC for assistance if "Confirmation Received" on the THR has not been received after 72 hours.

g. MEPS personnel will contact the MOC for assistance if "Confirmation Received" (B006S) on the PCN ZHM001 has not been received after 96 hours.

h. Optionally, the BIR Personal Security Investigation (PSI) and fingerprint reconciliation procedure located on the MEPNET J-3, Current Operations page may be used in lieu of the reconciliation process outlined in paragraph 6-10, a-g.

i. To obtain access to BIR, each MEPS will submit a DD Form 2875, System Authorization Access Request (SAAR) for each person authorized to use BIR. The form can be obtained at <http://www.dtic.mil/whs/directives/infomgt/forms/ddforms2500-2999.htm>; which will be forwarded via encrypted e-mail to HQ USMEPCOM, J-1/MHR-PR.

6-11. Fingerprint training and requirements

a. Fingerprint training. All MEPS fingerprinting technicians are required to view the FBI-produced training videos as well as the FBI Fingerprint and Training information available on the FBI Website (www.fbi.gov). Additionally, all users are required to review the Lockheed Martin Electronic Fingerprint Capture Station 2100 Ten-print Live Scan System User's Manual and the USMEPCOM EFCS 2100, Tenprint Livescan System Administrator's Manual located on the MEPNET: J-3/MOP; Divisions; J-3 Current Operations Division; Current Operations Processing Cycle Files; Fingerprints.

b. Fingerprinting requirements

(1) The EFCS must be at the proper height from the floor. Proper height is a level that allows the applicant's forearm to assume a horizontal position when the fingers are being scanned.

(2) The applicant's hands must be clean, dry, and free from perspiration or body oils (alcohol or a nonflammable cleaning agent may be used to clean the applicant's hands). If using soap and water, use cold water since hot water will raise the oil on the skin. Also, for applicants with poor ridge quality, the MEPS may use an approved ridge builder to assist in capturing legible fingerprints.

(3) The MEPS will ensure correct fingerprint card stock, FD Form 258, (ordered from the FBI only) is available and used as required. A 3-month supply must be on-hand at each MEPS.

(4) The MEPS will maintain manual fingerprinting equipment, and ensure the MEPS fingerprint technicians are trained for contingency operations.

6-12. EFCS maintenance and recalibration

a. Refer to USMEPCOM EFCS 2100, Tenprint Livescan System, System Administrator's Manual located on the MEPNET: J-3/MOP; Divisions; J-3 Current Operations Division; Current Operations Processing Cycle Files; Fingerprints for instructions.

b. Purge criteria will be conducted in accordance with this regulation. The MEPS will purge submission data from the EFCS to ensure submission data maintained is not older than 12 months.

Chapter 7

Military Travel Orders

7-1. Overview

The MEPS are the centralized orders issuing activities for the Recruiting Service Liaison/Guidance Counselor Service(s). The MEPS issues orders for assignment of regular component enlistees to training or initial duty stations and direct entry on active duty of Reserve and National Guard enlistees. For the Reserve and National Guard, the Recruiting Service Liaison/Guidance Counselor Service(s) office provides copies of orders to enlistees, if it is not feasible for the MEPS to provide them before they depart the MEPS for home. Orders will be filed IAW guidance provided in AR 25-400-2. See appendix A, Section VI, Prescribed Record Numbers.

7-2. Order preparation

IAW AR 601-270, paragraph 2-2n, the Recruiting Service Liaison/Guidance Counselor Service(s) provide data necessary for proper completion of orders (including, when appropriate, information concerning unit of assignment, movement of dependents, shipment of household goods, leave, etc.). The MEPS will file these documents IAW guidance provided in AR 25-400-2 (see appendix A, Section VI, Prescribed Record Numbers). USMEPCOM will provide a standard format for all non-PS applicants on the MEPNET: J-3/MOP; Divisions; J-3 Current Operations Division; Current Operations Processing Cycle Files; Orders - Tickets. Orders for PS enlistees will be prepared IAW Service directives. NOTE: The use of white-out, correction tape/fluid, etc. is not authorized.

7-3. Order numbering

Number the orders consecutively for each calendar year, starting with the calendar year (e.g., 2009 is represented by 9, 2010 is represented by 0), Julian date number 001, followed by the number of the order issued the same day. For example, the 10th order issued on 1 January 2009 would be numbered 9001010 (no dashes) and the first order issued on 2 January 2010 would be numbered 0002001. If no order was issued on 3 January 2008, the first order issued on 4 January 2008 would be numbered 8004001. A travel order daily control log USMEPCOM Form 601-23-1-R-E (Orders Consolidation Sheet/Control Log) must be maintained to ensure accurate assignment of orders.

7-4. Order authentication

The MEPS commander or operations officer will normally authenticate orders. The MEPS commander may delegate, in writing, other MEPS personnel (civilian or military) who may also authenticate orders. MEPS will authenticate orders by: (1) mechanically “drawing” an official seal on the order, (2) signing above the signature block, or (3) having another authenticator sign “for” in front of the name in the signature block. Military personnel signing “for” another must also include their rank. MEPS will omit the authority line when the order is signed by the MEPS commander.

7-5. Order consolidation

The MEPS will maintain USMEPCOM Form 601-23-1-R-E, and the MEPS employee responsible for publishing the orders will complete and maintain this control log. The MEPS commander may delegate, in writing, other MEPS personnel (civilian or military) to complete and maintain this control log.

a. The MEPS will attach one copy of each order issued that day to the completed USMEPCOM Form 601-23-1-R-E and identify on the form, the date of the order consolidation, number of orders included in the consolidation, and orders excluded because the number was not used (this is a consolidation set). USMEPCOM Form 601-23-1-R-E will be used as a control log for orders numbering to include the individual applicant or group leader’s name. NOTE: Part II of USMEPCOM Form 601-23-1-R-E may be modified to accommodate local procedures for controlling issuance of orders.

b. The MEPS will post amendments, revocations, or rescissions by annotating the original travel order (i.e., “rescinded by Orders 9002001, 2 Jan 09;” “SSN corrected by Orders 0002002, 2 Jan 10”). The

MEPS will include the new order with the current daily consolidation set. MEPS will not enter the specific amendment change or correction on the current consolidation set.

c. The MEPS will cite the number of the last order issued the previous year above the heading of the first order of the year. For example, "Order 7364005 was the last of the series for calendar 2007," would be cited at the top of the first order issued in 2008.

7-6. Order formats

Order formats are located on the MEPNET: J-3/MOP; Divisions; J-3 Current Operations Division; Current Operations Processing Cycle Files; Orders - Tickets for regular and reserve component enlistees of all Services requiring basic, initial, or specialized military training. HQ USMEPCOM, J-3/MOP will announce changes to formats or samples through the Command Information Message System.

7-7. Order amendment

The MEPS, as the originator of the orders, will prepare an amendment when required or requested by the Service. The MEPS are authorized to amend enlistment and travel orders as long as the whole order has not been executed (i.e., the member has not performed/completed final destination travel). Orders will not be amended more than once. If more than one amendment is required, MEPS will rescind the original order and publish a new order. The format that must be used to amend, rescind, or revoke an order is located on the MEPNET: J-3/MOP; Divisions; J-3 Current Operations Division; Current Operations Processing Cycle Files; Orders - Tickets. When enlistees fail to report for shipment and are considered absent without leave (AWOL) and the Service determines that discharge action is appropriate, the MEPS will amend the original order to include the following statement, if requested: "IAW original shipping orders, enlistee did not report as directed, therefore considered AWOL from [insert to/from dates as directed by Service]. Enlistee transferred to [insert organizational address as directed by the Service] for discharge processing."

7-8. Order Correction

Orders may be corrected to show the true state of affairs existing at the time the original order was published. MEPS will not change orders to reflect facts that did not exist at the time the original order was published. MEPS will issue only one corrected copy. MEPS will center the words "CORRECTED COPY" about one-half inch from the top of the page. The number and date must be the same as the original order unless these items are being corrected. Distribution will be the same as the original order. Orders will not be corrected more than once. If more than one correction is needed, MEPS will rescind the original order and publish a new order.

7-9. Group order

a. A group order can be used when more than one enlistee is being shipped to the same or multiple locations with identical reporting instructions. Group orders cannot contain the full nine-digit SSN and home of record addresses, as it violates the Privacy Act of 1974. In preparing group orders, MEPS will use only the last four digits of the group leader SSN and last four digits of each enlistee's SSN for verification purposes. Group orders are not authorized for Army National Guard (ARNG) enlistees going to other than basic training. For more information contact the MEPCOM Current Operations Center (MOC).

b. In cases of enlistees who are missing or AWOL, the group leader will be instructed to call the MEPS. The MEPS will notify the affected Recruiting Service Liaison/Guidance Counselor Service(s) immediately and instruct the group leader to proceed to the destination with the rest of the group. The next duty day, the MEPS will forward a form letter to the missing or AWOL enlistee's training center stating:

Subject: Failed to Ship

March 26, 2009

USMEPCOM Regulation 601-23

Purpose: For Your Information

“[Name-last, first, middle initial; SSN; rank; branch of Service] failed to report for transportation to [name of training center]. [Name of MEPS] was notified by group leader [name, SSN, rank], who arrived at your location on [date].”

Chapter 8

Assembly and Distribution of Enlistment Documents

8-1. Overview

This chapter prescribes the procedures for preparing and distributing applicant accession packets. The applicants will bring their packets from the Recruiting Service Liaison/Guidance Counselor Service(s) to MEPS personnel with the copies needed of their enlistment documents. MEPS personnel will separate the enlistment documents into Service-directed sub-packets. Sub-packets consist of enlistment documents (copies and originals) that are distributed either by mail or hand-carried to Service-designated addressees. MEPS personnel will perform a quality check of all enlistment documents using the Accession Verification Packet checklists.

8-2. Procedures

The MEPS will distribute enlistment documents according to personnel procurement directives issued by the sponsoring Recruiting Service Liaison/Guidance Counselor Service(s). The USMEPCOM Accession Verification Packet checklists are located on the MEPNET: J-3/MOP; Divisions; J-3 Current Operations Division; Current Operations Processing Cycle Files; Packet Breakdown. These checklists also provide a uniform document sequence for distribution purposes and serve as an official quality-control form. HQ USMEPCOM, Operations Directorate (J-3/MOP), will announce updates to the checklists by the Command Information Message System. NOTE: No changes to these checklists will occur unless approved by J-3/MOP.

a. MEPS personnel will use the USMEPCOM Accession Verification Packet checklists for the appropriate Recruiting Service Liaison/Guidance Counselor Service(s) to perform a quality review of every accession packet that leaves the MEPS. MEPS personnel will print the checklist and check/initial the blocks provided, verifying each form in the packet. The MEPS must ensure required forms are in the packet before the applicant ships. MEPS personnel will sign the bottom of the checklist as verification that the required forms are included.

b. MEPS personnel will provide the Recruiting Service Liaison/Guidance Counselor Service(s) the USMEPCOM Service Liaison Verification Packet checklist from the MEPNET: J-3/MOP; Divisions; J-3 Current Operations Division; Current Operations Processing Cycle Files; Packet Breakdown.

c. Recruiting Service Liaison/Guidance Counselor offices will provide the correct number of copies of each form, in sequence, as directed by sub-packet for the Service-directed documents. The Recruiting Service Liaison/Guidance Counselor will sign the checklist for their part of the enlistment packet. The Recruiting Service Liaison/Guidance Counselor may include other documents required according to personnel procurement directives at the end of the Service documentation portion of the accession packet.

d. MEPS personnel will break down the prepared packets provided by the Recruiting Service Liaison/Guidance Counselor, combine the Service documentation with the DoD/USMEPCOM documentation, and finalize the sub-packets for each applicant IAW the checklists. Each accession sub-packet will be placed in its own addressed envelope (provided by USMEPCOM) after completing the breakdown process. The basic training packet will include the Accession Verification Packet checklist. NOTE: Do not staple, clip, clamshell, or otherwise fasten the packet or any portion of the packet(s).

e. Recruiting Service Liaisons/Guidance Counselors have different requirements regarding packet quality checks. The MEPS will present completed packets to the Recruiting Service Liaison/Guidance Counselor Service(s) office to allow time for a Service check of the applicant's packet before shipping, IAW local SOP.

f. Neither the quality control check nor the non-receipt of Service-unique forms or documents will delay MEPS packet breakdown or shipment of applicants.

8-3. Notification of enlistment - active Reserve, regular component

Recruiting Services will provide notification of enlistment to the enlistee's Reserve or National Guard unit of assignment or other Reserve component activity prescribed in the respective Service directives upon enlistment. This includes completion of the DD Form 368, Section III, Notice of Enlistment, and/or forwarding copies of the DD Form 4-series and orders to Reserve activities for discharge action. A DD Form 368 is provided by the Recruiting Service Liaison/Guidance Counselor for inclusion in the accession packet, Service documents.

8-4. Non-availability of forms at shipping time

a. When originals are not available from the Recruiting Service Liaison/Guidance Counselor, residual files for Reserve and National Guard applicants, legible copies of MEPS documents, including medical documents (DD Forms 2808 and 2807-1), may be used for distribution in lieu of originals. The copies need not be "certified" or designated "true copies" for this purpose. Medical documents marked as "working copy" are not acceptable for inclusion into the applicant's enlistment packet. If there is doubt concerning authenticity or legibility of documents, the MEPS will conduct a new physical.

b. If a 680-3ADP with accession data is not available for distribution due to USMIRS failure, the MEPS will distribute the most recent 680-3ADP reflecting ASVAB scores used for the enlistment. When the 680-3ADP is subsequently produced, the MEPS will send it with a DA Form 200 to the appropriate receiving station with the next shippers or by mail without delay.

c. If a 680-3ADP with PSI data is not available for distribution due to USMIRS failure, the MEPS will distribute 680-3ADP reflecting PSI submitted. When the 680-3ADP is subsequently produced, the MEPS will send it with a DA Form 200 to the appropriate receiving station with the next shippers or by mail without delay.

d. When Service-unique forms or documents are not available at ship time, MEPS personnel will ensure the documents are sent (using DA Form 200) to the appropriate receiving station/locations when they become available. The MEPS may send the documents with the next shippers or by mail without delay.

8-5. Distribution of hand-carried enlistment documents

MEPS personnel will place enlistment packets for distribution to initial RTCs in a sealed envelope, addressed, as if mailing, to the appropriate RTC. The MEPS will give the envelope(s) to the group leader(s) (if applicable). MEPS personnel will also give group leaders an additional copy of orders for all enlistees traveling in their groups. Addresses for all RTCs are located on the MEPNET: J-3/MOP; Divisions; J-3 Current Operations Division; Current Operations Processing Cycle Files; Packet Breakdown.

8-6. Distribution of enlistment documents by mail

MEPS personnel will mail enlistment sub-packets by the most cost-effective method available (e.g., Federal Express, United Parcel Service, First Class/Priority Mail) ensuring delivery to central enlisted records maintenance activities within a 3-workday window. The MEPS may also authorize distribution of sub-packets by other means (e.g., base routing, hand delivery) provided the 3-workday timeline is not exceeded. Sub-packets will be shipped together as a bulk shipment whenever possible, provided the 3-workday timeline is not exceeded. The MEPS personnel will complete a DA Form 200, in triplicate, for each bulk shipment of sub-packets. Two copies of the completed DA Form 200 and a return self-addressed envelope will be included with each shipment. The third copy will be retained at the MEPS pending receipt of the signed DA Form 200. The MEPS may use additional envelopes or cardboard boxes for larger shipments. Pressure sensitive tape should be used over envelope seal. The following Service specific exceptions are provided for bulk sub-packet shipments:

a. For Marine Corps Selected Reserve enlistees, mail sub-packet(s) not later than 5 workdays following enlistment or entry on active duty for training.

b. For Army Reserve/National Guard, mail sub-packet(s) not later than 5 workdays following receipt of HIV antibody and drug testing results.

Chapter 9

Red Carpet Treatment

9-1. Overview

The MEPS are in the service business and applicants are the most important customers. Many applicants are still unsure of their commitment to joining the military when they arrive at the MEPS. Consequently, the quality of their treatment by MEPS personnel can influence whether some applicants access into the Service and how they will remember their day(s) at the MEPS.

9-2. Commander's role

The MEPS commander is responsible for implementing the Red Carpet Treatment in their MEPS. Each MEPS commander must develop a local policy that recognizes the potential anxieties of the applicants, puts them at ease, motivates and encourages them, and instills pride in their decision to serve the Nation. The policy must also demonstrate a caring and efficient organization. At a minimum, MEPS commanders must:

- a. Coordinate the applicant prearrival orientation with the IRC, and include it as part of the recruiter orientation training.
- b. Provide feedback to their IRC on the quality and effectiveness of the prearrival orientation. The goal is to ensure applicants have a clear understanding of the MEPS process, transportation, and lodging.
- c. Articulate a vision of quality Service to leaders and staff. Model this through daily leadership.
- d. Integrate this vision, through training and communication, into the MEPS' corporate culture.
- e. Market this vision to everyone associated with the MEPS, including hotel personnel, food contractors, consulting physicians, OPM test administrators, transportation officials, etc.
- f. Monitor and improve local MEPS Red Carpet Treatment policy. Be proactive, and walk through the MEPS, observing it as if you were the applicant.
- g. Reinforce the caring attitude by treating MEPS personnel in the same red-carpet manner.
- h. Ensure even applicants that failed to meet established standards to qualify for military service are thanked on behalf of a grateful nation.

9-3. Essential elements of local MEPS Red Carpet Treatment Policy

a. Quality attitude. The manner in which applicants are treated at your MEPS reflects the individual pride and professionalism of each MEPS member. Every member of the MEPS must understand this policy and embrace the procedures and intent outlined in this policy.

b. Welcome procedures. The USMEPCOM Commander's welcome briefings, and departure/transportation briefings are essential elements of the Red Carpet Treatment. These briefings set the tone of the day for the applicants. The objective is to establish an environment that is supportive and friendly. The MEPS will make every effort to inform the applicants of processing procedures before their arrival at the MEPS. This requires excellent liaison with the Recruiting Service Liaison/Guidance Counselor Service(s). The Service recruiter will be the key to ensuring applicants know what to expect. At a minimum, the Service recruiter should explain what a MEPS is, describe the processing day and inform the applicant about the dress code, noon meal, lodging, expected behavior, and MEPS specific activities available for "down time." The video titled "A Day at the MEPS," information listed under "Your Future Begins Now" on the USMEPCOM website (www.mepcom.army.mil), and/or a MEPS

commander's welcome information sheet distributed by the Service recruiters are all excellent sources of information for applicants.

c. Ceremony standards. The MEPS will make every effort to explain and emphasize to applicants the significance of taking the oath, the positive effect on their personal lives, and the contributions they will make to the common defense of our country. Above all, the MEPS will stress military values and our Nation's pride and appreciation of their commitment to join the defense team. See Appendix C for guidelines on handling visitors and uncooperative/disruptive applicants.

d. Recruiter training. All new recruiters will attend the supporting MEPS orientation training within 90 days of arrival. The MEPS will provide a sample prearrival orientation outline and prearrival fact sheet available on the MEPNET: J-3/MOP; Divisions; J-3 Current Operations Division; Current Operations Processing Cycle Files; Miscellaneous to assist in formulating a unique MEPS orientation process. The Prearrival Fact Sheet will be provided to recruiters to use as a briefing guide, and may be given to the applicants before they arrive at the MEPS. At a minimum, the MEPS will cover the Recruiter/Liaison Programs located on the MEPNET: J-3/MOP; Divisions; J-3 Current Operations Division; Current Operations Processing Cycle Files; Miscellaneous. The MEPS will also offer this training to all new Recruiting Service Liaison/Guidance Counselor Service(s) personnel at the MEPS. Additional informational resources are available on the USMEPCOM website (www.mepcom.army.mil) for recruiters, applicants, and parents.

e. Individual treatment of applicants. Despite the repetitive nature of functions, heavy workloads, and pressure to meet processing deadlines, remain aware that the MEPS is dealing with individuals, each with unique concerns, problems, and questions. The MEPS will avoid assembly-line mentality ensuring MEPS staff provide applicants with individualized and personalized attention on this important and memorable day.

f. Addressing applicants. All communications with applicants, whether verbal, nonverbal, or written, should be in a polite and respectful tone; this will bolster the applicant's attitude and opinion of the organization they are about to join.

(1) Verbal. MEPS personnel should address applicants in a friendly and polite tone of voice. Use their full names, or Mr. /Ms. "last name" and use "ladies" and "gentlemen" when speaking to a group.

(2) Nonverbal. MEPS personnel must be cognizant of their nonverbal actions and communications and how the applicants could receive these communications. When in doubt, simply smile.

(3) Written. MEPS personnel should ensure that all written communications, welcome letters, signs, instructions, etc., are polite, positive, and upbeat. Communications should be written at a level that is easily understood by all applicants. Avoid "negatives" such as don't, can't, won't, etc.

g. Explain each step of the process. MEPS personnel will explain each process, procedure, and examination to the applicants as much as possible and as time allows. An awareness of "what is happening" and "why" may alleviate much of an applicant's anxiety and uncertainty. Generally, the more details an individual has about what to expect, the better the response.

h. Provide smooth, efficient, and prompt processing. The MEPS must ensure a smooth, efficient applicant flow to help reduce long lines, bottlenecks, and overall idle time. Establish a smooth, efficient applicant flow using modular processing. Consider using front-loaded processing, when possible, to provide the most efficient use of the MEPS staff. Conduct frequent enlistment ceremonies. Examine fare usage to possibly affect changes from Defense Travel Management Office (DTMO). Coordinate with

your Service liaisons and IRC to ensure they are conducting their applicant classifying functions as efficiently as possible.

i. Respect applicant's privacy and dignity. MEPS personnel should provide applicants with as much privacy as possible. If problems arise in discussions between staff or with liaisons, move to a private area to conduct the conversation so applicants cannot overhear.

j. Provide activities while waiting. After the applicants are informed of the reason for a delay, let them know about the activities available in your MEPS (e.g., video games, magazines, pay telephones, card/board games, studying, reading, pool table(s), air hockey/foosball, ping pong table).

9-4. Customer Satisfaction Survey (CSS)

The Customer Satisfaction Survey (CSS) is a part of USMEPCOM's Red Carpet Treatment policy. Feedback from applicants is an essential element in evaluating the effectiveness of your Red Carpet Treatment policy. The MEPS leadership should take advantage of every opportunity to speak to applicants, either individually or in groups, and discuss their perceptions of their processing experience. USMEPCOM's CSS will be used at each MEPS. All applicants will be provided the opportunity to participate in the CSS. MEPS command elements receive individual survey responses, and the aggregated data is available in USMEPCOM's Business Intelligence (BI) tools. The CSS provides the USMEPCOM Commander, sector commanders, and MEPS commanders with near real-time customer Service metrics. In addition, CSS feedback to your IRC is essential for assessing applicant feedback on areas they control such as Recruiting Service Liaison/Guidance Counselor Service(s) or prearrival information. Recommendations for CSS changes will be submitted through sector for review by a configuration control board consisting of sectors, J-3, and OSP&T. The configuration control board will meet annually or as required.

9-5. Administration of the CSS

The CSS computers at each MEPS shall be located in high-applicant traffic areas. These areas may include Recruiting Service Liaison/Guidance Counselor Service(s) waiting areas, applicant waiting rooms, debriefing rooms, or near the MEPS control desk. The Senior Enlisted Advisor's or MEPS commander's designated representative will check daily to ensure that the CSS software and hardware are working and that applicants are participating. J-6/MIT will ensure that CSS equipment is maintained and operational. Guidelines for using the CSS are available on the MEPNET: J-5/MAE; Home Page.

Chapter 10

GETIT Training

10-1. Overview.

The objective of this program is to create a knowledgeable workforce by identifying and training personnel with potential for innovation, creativity, and success in applicant processing. Determining future processing objectives is best accomplished through an on-site MEPS senior managers training program.

10-2. GETIT team membership

The GETIT team will normally consist of three individuals from HQ USMEPCOM, J-3/Operations Directorate. The team can be supplemented from sector and/or HQ staff, as necessary. At the discretion of the team leader, a representative from different MEPS may accompany the team.

10-3. Scheduling

a. J-3/MOP will schedule as many GETIT visits each fiscal year, funding and operations tempo permit. Visit duration is normally Monday through Friday.

b. The schedule will be coordinated to ensure no conflict exists with other events on the USMEPCOM Master Planning Calendar (e.g., staff assistance visit (SAV), training assistance visit, Inspector General (IG), Manpower). J-3/MOP will not schedule a GETIT within 30 days before or after a SAV or IG or for the week of Service mission days of any month or the last two weeks of September.

c. After reviewing the sector input and considering the USMEPCOM commander's priorities, J-3/MOP will publish the GETIT schedule on the USMEPCOM Master Planning Calendar.

10-4. Procedure

a. Approximately two weeks before the scheduled GETIT visit, the team leader will meet with the team members to work out details for the visit. Sector and other MEPS personnel approved to accompany the team will be included in the planning process.

b. On arrival at the MEPS, the GETIT team will tour the MEPS facility.

c. Team leader's responsibilities include-

(1) In-briefing the MEPS commander on arrival.

(2) Conducting two, 2-hour training classes each day (morning and afternoon), Tuesday through Thursday, with MEPS commander and staff.

(3) Preparing a summary of the MEPS innovative ideas, objectives, and processing goals to meet future MEPS requirements.

(4) Conducting and documenting, for training purposes, a "Production Stream" analysis on one of the following areas: MEPS check-in/out, special testing, inspections, DEP process, fingerprinting.

(5) Out-briefing the MEPS commander and providing a copy of the summary report.

10-5. Evaluation

During the commander's out-brief, the team and MEPS staff will identify, based on content and value to the command, process improvement initiatives to be presented to HQ USMEPCOM staff for evaluation.

Appendix A

References

Section I

Required Publications

(The publications needed to comply with this regulation.)

AR 25-400-2

The Army Records Information Management System (ARIMS).

(Internet users: <http://www.adp.army.mil>)

AR 340-21

The Army Privacy Program. Cited in paragraph 4-3.

(Internet users: <http://www.adp.army.mil>)

AR 601-270

Military Entrance Processing Station (MEPS). Cited in paragraph 3-1.

(Internet users: <http://www.adp.army.mil>)

USMEPCOM Electronic Fingerprint Capture Station (EFCS) 2100

Tenprint Livescan System User's Manual. Cited in paragraph 6-9.

(MEPNET users: <https://mepnet.mepcom.army.mil/ui/User/Landing/default.aspx>)

(Internet users: <http://www.mepcom.army.mil>)

USMEPCOM Regulation 25-52

Management and Disclosure of Command Information. Cited in paragraph 4-3.

(MEPNET users: <https://mepnet.mepcom.army.mil/ui/User/Landing/default.aspx>)

(Internet users: <http://www.mepcom.army.mil>)

USMEPCOM Regulation 40-1

Medical Processing and Examinations. Cited in paragraph 3-2c(2).

(MEPNET users: <https://mepnet.mepcom.army.mil/ui/User/Landing/default.aspx>)

(Internet users: <http://www.mepcom.army.mil>)

USMEPCOM Regulation 40-8

Human Immunodeficiency Virus (HIV) and Department of Defense (DoD) Preaccession Drug and Alcohol Testing (DAT) Program. Cited in Appendix A.

(MEPNET users: <https://mepnet.mepcom.army.mil/ui/User/Landing/default.aspx>)

(Internet users: <http://www.mepcom.army.mil>)

USMEPCOM Regulation 55-2

Recruit Travel Cited in Appendix A.

(MEPNET users: <https://mepnet.mepcom.army.mil/ui/User/Landing/default.aspx>)

(Internet users: <http://www.mepcom.army.mil>)

USMEPCOM Regulation 385-1

Safety and Occupational Health Program. Cited in paragraph 2-6

(MEPNET users: <https://mepnet.mepcom.army.mil/ui/User/Landing/default.aspx>)

(Internet users: <http://www.mepcom.army.mil>)

USMEPCOM Regulation 680-3

United States Military Entrance Processing Command Integrated Resource System (USMIRS). Cited in paragraph 3-2b(4).

(MEPNET users: <https://mepnet.mepcom.army.mil/ui/User/Landing/default.aspx>)

(Internet users: <http://www.mepcom.army.mil>)

Section II

Related Publications

(These publications are a source of additional information. Users may read them to better understand the subject, but do not have to read them to comply with this regulation.)

AETCI 36-2002

Recruiting Procedures for the Air Force

AFI 32-6001

Family Housing Management

AFI 36-2002

Regular Air Force and Special Category Accessions

AFI 36-2101

Classifying Military Personnel (Officers and Enlisted)

AFI 36-2110

Assignments

AR 601-210

Regular Army and Army Reserve Enlistment Program

COMDTINST M1100.2D (series)

Coast Guard Recruiting Manual

DoD 5200.2

DoD Personnel Security Program

Manual for Courts-Martial, United States

MCO P1100.72

Military Personnel Procurement Manual (MPPM), Volume 2, Enlisted Procurement

Navy Recruiting Manual

Navy Recruiting Command Instructions 1130.8-series

United States Code

VA Pamphlet 21-00-01

A Summary of VA Benefits

Section III

Prescribed Publications

(Publications prescribed by this regulation.)

None

Section IV

Required Forms

(The forms needed to comply with this regulation.)

DA Form 200

Transmittal Record. Cited in paragraph 4-8a.
(Internet users: <http://www.apd.army.mil>)

DA Form 543

Request for Records. Cited in paragraph 4-4
(Internet users: <http://www.apd.army.mil>)

DA Form 3283

Statements of Member Removed from the Temporary Disability Retired List. Cited in paragraph 3-6d.
(Internet users: <http://www.apd.army.mil>)

DD Form 4-series

Enlistment/Reenlistment Document - Armed Forces of the United States. Cited in paragraph 3-3j(3).
(Internet users: <http://www.dtic.mil/whs/directives/infomgt/forms/ddforms1-499.htm>)

DD Form 93

Record of Emergency Data. Cited in paragraphs 3-6d.
(Internet users: <http://www.dtic.mil/whs/directives/infomgt/forms/ddforms1-499.htm>)

DD Form 214

Certificate of Release or Discharge From Active Duty. Cited in paragraph 3-3f(1).
(Internet users: <http://www.dtic.mil/whs/directives/infomgt/forms/ddforms1-499.htm>)

DD Form 215

Correction to DD Form 214, Certificate of Release or Discharge from Active Duty. Cited in paragraph 3-3f(1).
(Internet users: <http://www.dtic.mil/whs/directives/infomgt/forms/ddforms1-499.htm>)

DD Form 368

Request for Conditional Release. Cited in paragraph 3-3(g).
(Internet users: <http://www.dtic.mil/whs/directives/infomgt/forms/ddforms1-499.htm>)

DD Form 1348-6

DoD Single Line Item Requisition System Document.
(Internet users: <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>)

DD Form 1966-series

Record of Military Processing. Cited in paragraph 3-2b(3).
(Internet users: <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>)

DD Form 2005

Privacy Act Statement-Health Care Records. Cited in paragraph 4-5.
(Internet users: <http://www.dtic.mil/whs/directives/infomgt/forms/ddforms2000-2499.htm>)

DD Form 2808

Report of Medical Examination. Cited in paragraph 3-2b(5).
(Internet users: <http://www.dtic.mil/whs/directives/infomgt/forms/ddforms2800-2999.htm>)

DD Form 2807-1

Report of Medical History. Cited in paragraph 4-5.
(Internet users: <http://www.dtic.mil/whs/directives/infomgt/forms/ddforms2800-2999.htm>)

DD Form 2807-2

Medical Pre-screen of Medical History Report. Cited in paragraph 3-3c(3).

(Internet users: <http://www.dtic.mil/whs/directives/infomgt/forms/ddforms2800-2999.htm>)

DD Form 2875

System Authorization Access Request (SAAR)

DD Form 3953

Purchase Request and Commitment.

(Internet users: <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>)

FD Form 258

FBI-U.S. Department of Justice Fingerprint Card. Cited in paragraph 6-7c.

(Internet users: <http://www.fbi.gov>)

NGB Form 22

Report of Separation and Record of Service. Cited in paragraph 3-3f(1).

(Internet users: <http://www.ngbpdc.ngb.army.mil/forms.htm>)

SF 86/EP SQ/e-QIP

Questionnaire for National Security Positions. Cited in paragraph 5-8(d)(6).

(Internet users: <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=SF>)

SF 507

Medical Record

SF 513

Medical Record Consultation Sheet.

(Internet users: <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?pageTypeId=8199&channelPage=/ep/channel/gsaOverview.jsp&channelId=-13253>)

USMEPCOM Form 40-1-2-R-E

Report of Medical Examination/Treatment. Cited in paragraph 4-5.

(MEPNET users: <https://mepnet.mepcom.army.mil/ui/User/Landing/default.aspx>)

(Internet users: <http://www.mepcom.army.mil>)

USMEPCOM Form 40-1-3-R-E

Report of Medical Examination/Treatment-Visual Acuity. Cited in paragraph 4-5.

(MEPNET users: <https://mepnet.mepcom.army.mil/ui/User/Landing/default.aspx>)

(Internet users: <http://www.mepcom.army.mil>)

USMEPCOM Form 40-8-R-E

Drug and Alcohol Testing Acknowledgment Form. Cited in paragraph 4-5.

(MEPNET users: <https://mepnet.mepcom.army.mil/ui/User/Landing/default.aspx>)

(Internet users: <http://www.mepcom.army.mil>)

USMEPCOM Form 40-8-1-R-E

HIV Antibody Testing Acknowledgment Form. Cited in paragraph 4-5.

(MEPNET users: <https://mepnet.mepcom.army.mil/ui/User/Landing/default.aspx>)

(Internet users: <http://www.mepcom.army.mil>)

USMEPCOM Form 40-8-3-R-E

Urine Sample Custody Document.

(MEPNET users: <https://mepnet.mepcom.army.mil/ui/User/Landing/default.aspx>)

(Internet users: <http://www.mepcom.army.mil>)

USMEPCOM Form 40-8-4-R-E

Drug and Alcohol Testing Control Log.

(MEPNET users: <https://mepnet.mepcom.army.mil/ui/User/Landing/default.aspx>)

(Internet users: <http://www.mepcom.army.mil>)

USMEPCOM Form 680-3A-E

Request for Examination. Cited in paragraph 3-2b.

(MEPNET users: <https://mepnet.mepcom.army.mil/ui/User/Landing/default.aspx>)

(Internet users: <http://www.mepcom.army.mil>)

USMEPCOM Form 727-E

Processing List (PL). Cited in paragraphs 3-2b.

(MEPNET users: <https://mepnet.mepcom.army.mil/ui/User/Landing/default.aspx>)

(Internet users: <http://www.mepcom.army.mil>)

Section V

Prescribed Forms

(The forms prescribed by this regulation.)

USMEPCOM Form 601-23-E

Report of Additional Information. Cited in paragraph 4-5.

(MEPNET users: <https://mepnet.mepcom.army.mil/ui/User/Landing/default.aspx>)

(Internet users: <http://www.mepcom.army.mil>)

USMEPCOM Form 601-23-1-E

Orders Consolidation Sheet/Control Log.

(MEPNET users: <https://mepnet.mepcom.army.mil/ui/User/Landing/default.aspx>)

(Internet users: <http://www.mepcom.army.mil>)

USMEPCOM Form 601-23-2-E

Records Flag. Cited in paragraph 3-2.

(MEPNET users: <https://mepnet.mepcom.army.mil/ui/User/Landing/default.aspx>)

(Internet users: <http://www.mepcom.army.mil>)

USMEPCOM Form 601-23-3-E

Record of Emergency Data Worksheet.

(MEPNET users: <https://mepnet.mepcom.army.mil/ui/User/Landing/default.aspx>)

(Internet users: <http://www.mepcom.army.mil>)

USMEPCOM Form 601-23-4-E

Restrictions on Personal Conduct in the Armed Forces. Cited in paragraphs 5-14.

(MEPNET users: <https://mepnet.mepcom.army.mil/ui/User/Landing/default.aspx>)

(Internet users: <http://www.mepcom.army.mil>)

USMEPCOM Form 601-23-5-R-E

Introductory Preaccession Interview.

(MEPNET users: <https://mepnet.mepcom.army.mil/ui/User/Landing/default.aspx>)

(Internet users: <http://www.mepcom.army.mil>)

Section VI

Prescribed Record Numbers

(The record numbers this regulation prescribes for the user to file specific documents can be found at the link below.)

(Internet users: <https://www.arims.army.mil/>)

Appendix B**Management Control Evaluation Checklist – Processing (Changes made by J-8/Jeff Arthur).****B-1. Function**

The function covered by this checklist is enlistment processing at the MEPS.

B-2. Purpose

The purpose of this checklist is to assist all MEPS commanders in evaluating the key management control areas listed below. It is not intended to cover all areas.

B-3. Instructions

Answers must be based on the actual testing of key management controls (e.g., document analysis, direct observation, sampling, simulation). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls must be evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement). A complete copy of the last Inspector General Inspection will be maintained on file IAW guidance provided in AR 25-400-2 (See appendix A, Section VI, Prescribed Record Numbers.)

B-4. Test questions

The list of questions located on the MEPNET: MIG; Inspection Checklists; Processing are available for the MEPS to use when evaluating the management control areas within the MEPS. The areas covered by these questions are as follows: USMEPCOM Form 727-E, control desk functions, PEI, PAI, alleged improper recruiting practice, PSI, fingerprinting procedures, Oath of Enlistment, distribution of enlistment documents, QRP, USMIRS procedures, file control procedures, DEP procedures, transfer of ownership, and SSN conflicts. MEPS personnel are encouraged to expand upon this list of questions to include areas unique to their local SOP. NOTE: Questions identified with an asterisk are considered Critical items.

B-5. Supersession

None

B-6. Comments

To help make this a better tool for evaluating management controls, submit comments to HQ USMEPCOM, J-3/MOP-CO-MOC, by either submitting a MOC request or e-mail to HQ-J-3-MOP-CO-MOC@mepcom.army.mil.

B-7. DA Form 11-2-R (Management Control Evaluation Certification Statement)

Evaluations at the MEPS must be documented on this form. To use the form, MEPS will fill in the appropriate blocks. The assessment unit is the MEPS section or topic reviewed (e.g., processing, medical, preenlistment interview, drug and alcohol testing, HIV, TDY). The methodology used to conduct the evaluation(s) could be the management control evaluation checklist(s) referenced in paragraph B-4 above or whatever method is used to review the area listed in block 3. The next block lists who completed the evaluation and when it was conducted. The completion of the remarks block is self explanatory. The certification of the DA Form 11-2-R is made by the Assessable Unit Manager (AUM); in the MEPS, that is the MEPS commander. (See USMEPCOM Regulation 601-23, Figure B-1.)

MANAGEMENT CONTROL EVALUATION CERTIFICATION STATEMENT For use of this form, see AR 11-2; the proponent agency is ASA(FM).		1. REGULATION NUMBER USMEPCOM Reg 20-1
		2. DATE OF REGULATION ddmmyy
3. ASSESSABLE UNIT Area being reviewed or evaluated		
4. FUNCTION The specific item(s) being reviewed or evaluated		
5. METHOD OF EVALUATION (<i>Check one</i>)		
<input checked="" type="checkbox"/>	a. CHECKLIST	b. ALTERNATIVE METHOD (<i>Indicate method</i>)
APPENDIX (<i>Enter appropriate letter</i>)		
6. EVALUATION CONDUCTED BY		
a. NAME (<i>Last, First, MI</i>) Doe, Cooper D.		b. DATE OF EVALUATION ddmmyy
7. REMARKS (<i>Continue on reverse or use additional sheets of plain paper</i>)		
a. All evaluations must be supported by specific documentation. At a minimum, supporting documents must clearly indicate: <ul style="list-style-type: none"> - Who conducted the evaluation. - The date of the evaluation. - The methods used to test key management controls (management evaluation control checklists, spot checks, paperwork reviews, etc.). - What management control material weakness, if any, were detected (discrepancies). - What corrective actions were taken. 		
b. Reporting organizations (MEPS, sector, directorate) must maintain copies of their annual statements, along with complete supporting documentation.		
c. Organizations tracking material weaknesses must maintain documentation on:		
<ul style="list-style-type: none"> - Status. - Effectiveness of corrective actions. - Validation of corrective actions. 		
d. Retention of documentation must be in accordance with the modern army recordkeeping system:		
<ul style="list-style-type: none"> - Assemble units (MEPS, sector, directorate) retain most recent management control evaluation. - Reporting organizations (MEPS, sector, directorate) retain annual statements and supporting documents for 2 years. - Reporting organizations (MEPS, sector, directorate) retain material weaknesses for 2 years. 		
8. CERTIFICATION		
I certify that the key management controls in this function have been evaluated in accordance with provisions of AR 11-2, Army Management Control Process. I also certify that corrective action has been initiated to resolve any deficiencies detected. These deficiencies and corrective actions (<i>if any</i>) are described below or in attached documentation. This certification statement and any supporting documentation will be retained on file subject to audit/inspection until superseded by a subsequent management control evaluation.		
a. ASSESSABLE UNIT MANAGER		b. DATE CERTIFIED ddmmyy
(1) Typed Name and Title John A. Doe, Commander		
(2) Signature John A. Doe		

DA FORM 11-2-R, JUL 94

EDITION OF JAN 94 IS OBSOLETE

USAPPC V2.00

Figure B-1. Sample of a completed DA Form 11-2-R

Appendix C

Operations' Guides

C-1. Handling visitors

Relatives and friends of applicants are invited and encouraged to accompany applicants to the MEPS. MEPS should strive to create a favorable image of the military for the visitors because first impressions are lasting impressions. Visitors intending to observe or administer the Oath of Enlistment often arrive several hours ahead of schedule. MEPS should coordinate with the Service liaisons to provide more accurate suggested arrival times. The following guidelines are meant to assist with visitors:

a. Identify. The control desk personnel will normally be first to identify a visitor. They should warmly greet the visitor and provide a tag or other means for identifying the visitor. MEPS staff members should be able to quickly discern applicants from family members and visitors. If space and resources permit, the MEPS will establish an attractive visitor lounge. Include magazines with a focus on Service literature, MEPS pamphlets, Messengers, etc.

b. Brief. The MEPS commander (operations officer or senior enlisted advisor when commander is not available) should make every effort to personally greet and brief visitors. While a formal briefing is probably not appropriate, a few words from the commander about the mission of the MEPS, and the step their friend or family member is taking that day, are appropriate. MEPS will ensure that visitors are aware of local eating establishments and other nearby facilities, and determine the approximate waiting time they can expect until their friend or family member enlists. The MEPS should answer all their questions and concerns—they usually have plenty.

c. Invite. The MEPS will ensure the visitors are invited to attend the enlistment ceremony. In cases where the visitor is an officer, determine if he/she desires to administer the Oath of Enlistment. The MEPS will review the sequence of events and prepare them as needed to conduct a ceremony.

C-2. Handling uncooperative/disruptive applicants

Procedures for handling problem applicants must be included in the MEPS annual training plan. Providing quality customer service to applicants is principal to the USMEPCOM mission. The goal is to see that each applicant is treated with courtesy, dignity, respect, and genuine interest, thus affording the applicant a positive first impression of the military. The efforts to achieve this goal; however, should not be construed to mean that MEPS personnel must accept abuse from applicants, or allow an applicant to disrupt MEPS operations. Any disruptive applicant affects all other applicants and disturbs the positive atmosphere Red Carpet Treatment seeks to create. If an applicant is observed being uncooperative or disruptive, MEPS personnel should be proactive in their response. Do not wait for another applicant to complain. Applicants should be briefed on the MEPS rules of conduct as part of the prearrival orientation and again during the commander's briefing. Processing applicants when they are in an intoxicated condition (alcohol/drugs) is not authorized. When dealing with an uncooperative or disruptive applicant, consider the following actions:

- a. Remove the applicant from the processing area.
- b. The section supervisor should counsel the applicant concerning the unacceptable behavior and the ramifications of continuing such behavior.
- c. If the unacceptable behavior continues, refer the applicant to the MEPS operations officer who will consider further counseling, or possible referral to the liaison office for counseling.
- d. If all attempts by MEPS and liaison personnel to correct the applicant's inappropriate behavior fail, the commander may terminate the applicant's processing for the remainder of that day. A memorandum

for record must be placed in the applicant's file describing the incident/behavior and the actions taken to correct the situation. The applicant's Service must also be notified in writing and the applicant will be placed in an N status.

e. Further guidance concerning handling problem applicants can be found in various regulations, e.g., in the lodging facility (AR 601-270), in the MEPS medical section (USMEPCOM Regulation 40-1).

Glossary

Section I Abbreviations

ADP

automated data processing/automated data product

AETC

Air Education Training Command

AFR

Advanced Fingerprint Report

AFQT

Armed Forces Qualification Test

AIT

advanced individual training

AR

Army regulation

ARN

alien registration number

ARNG

Army National Guard

ASVAB

Armed Services Vocational Aptitude Battery

AWOL

absent without leave

BIR

Background Investigation Reports

BTG

Blue to Green

CAT-ASVAB

computerized adaptive testing—Armed Services Vocational Aptitude Battery

CFA

current files area

CMO

chief medical officer

CRDB

centralized relational database

CSB

Customer Support Branch

CSS

Customer Satisfaction Survey

CST

Central Standard Time

DA

Department of the Army

DAT

drug and alcohol testing

DD, DoD

Department of Defense

DEP

delayed entry program; delayed enlistment program

DIS

Defense Investigative Service

DMDC

Defense Management Data Center

DOB

date of birth

EFCS

electronic fingerprint capture station

EPSQ

Electronic Personnel Security Questionnaire

ETP

exception(s) to policy

FBI

Federal Bureau of Investigation

FBP

Fee base provider

FD

Fingerprint Division

FIS

Fingerprint Interface Server

GETIT

Generating Enhancements Through Innovative Thinking [Program]

HIV

human immunodeficiency virus

HQ USMEPCOM

Headquarters, United States Military Entrance Processing Command

IAW

in accordance with

IG

Inspector General

IRC

Interservice Recruitment Committee

IRR

individual ready reserve

MCO

Marine Corps order

MEPNET

Military Entrance Processing Network

MEPS

military entrance processing station

MET

military entrance test

MFR

memorandum for record

MIRC

Mid-Level Interservice Committee

MOC*

J-3/Operations Directorate, Current Operations Division, Operations Center

MOP*

J-3/MEPCOM Operations Directorate

MOS

military occupational specialty

MTF

medical treatment facility

NCO

non-commissioned officer

NCSP

National Call to Service Program

NGB

National Guard Bureau

NLT

not later than

non-PS

nonprior service

OCS

Officer Candidate School

OMR

Optical Mark Reader

OTS

officer training school

PADD

projected active duty date

PAI

preaccession interview

PCN

product control number

PEI

preenlistment interview

PERSCOM

Personnel Command

POB

place of birth

POC

point of contact

PS

prior service

PSI

Personnel Security Investigation

PSSSE

prior service sister service enlistee

QRP

Quality Review Program

QUIC-R

Quantitative Comparison Redesign

RBJ

Re-evaluation Believed Justified

RC

recruiting commanders

R-CTS

Remote Centralized Test Scoring

RE-codes

Reenlistment Codes

REDD

reenlistment eligibility data display

RID

record identification

RN

record number

ROTC

Reserve Officers Training Corps

RTC

recruit training center

SAV

staff assistance visit

SDP

same day processing/processor

SF

standard form

SOP

standing operating procedures

SPD

Separation Program Description

SPF

service process for

SSA

Social Security Administration

SSN

social security number

STARNET

station advisory reporting network

TDRL

temporary disability retired list

TDY

temporary duty

THR

Transaction History Report

UCMJ

Uniform Code of Military Justice

USAR

United States Army Reserve

USCIS

United States Citizenship and Immigration Services

USMEPCOM

United States Military Entrance Processing Command

USMIRS

United States Military Entrance Processing Command Integrated Resource System

WKID

workload identification code

***MEPCOM-unique term**

Section II

Terms

6-hour window

A 6-hour period of time (processing window) guaranteed to Recruiting Service Liaison/Guidance Counselor Service(s) within which they may work new delayed entry program (DEP) contracts and Reserve/National Guard accession contracts. The 6-hour window starts when the first applicants to complete medical processing return to their respective Recruiting Service Liaison/Guidance Counselor Service(s) representatives.

additional information

Previously undisclosed or concealed information obtained from an applicant during MEPS processing that may have a bearing on the enlistment qualifications of the applicant.

advanced fingerprint report

Advanced fingerprint report (tech check) is the initial report from the FBI on the fingerprints.

advanced individual training

Training/schooling to qualify a Soldier for the award of a MOS upon successful completion of the training

authentication

Evidence, by proper signature or seal, that a document is genuine and official.

classifiable fingerprints

Clear and distinct fingerprints that enable the FBI to identify and interpret all characteristics necessary for classification.

death gratuity

A sum paid to beneficiaries of military personnel who die while in the Service or within 120 days after separation.

discharge

Complete severance from all military status gained by the enlistment or induction concerned.

enlistment

The voluntary enrollment in the Armed Forces as contrasted with induction.

extended-hours processing

Applicant processing above that of normal processing capability provided by the MEPS and rendered in direct response to a Recruiting Service request, which will enable the Service to attain its periodic recruiting mission on the last recruiting day of the month.

fee-basis physician

A non-government service civilian medical doctor utilized by the MEPS, in addition to, or in lieu of, the chief medical officer, to conduct medical exams in the station.

fraudulent entry

Fraudulent entry is the procurement of an enlistment or reenlistment through any deliberate material misrepresentation, omission, or concealment of information which, if known and considered, might have resulted in rejection for military service. This includes disqualifying information requiring a waiver.

improper recruiting practice

Any intentional action(s) or omission(s) or negligence in the performance of duty by a recruiter, which occurs during the processing of a prospect or applicant for enlistment and which result(s) in the attempted enlistment of a person who does not meet all established enlistment prerequisites.

initial active duty for training

The initial duty for training period of a non-PS enlistee which is performed during a period of not less than 12 weeks and produces a trained member in a military specialty.

initial entry into military service

Entry for the first time in military status by induction or enlistment in any Service of the Armed Forces of the United States.

initial entry training

Training conducted for personnel upon entry into military service. It provides an orderly transition from civilian to military life and motivation to become a dedicated, highly disciplined individual capable of performing the basic skills required by military members.

military entrance testing (MET) site

A location outside the MEPS used for the administration of the production Armed Services Vocational Aptitude Battery. It may be operated by either military or Office of Personnel Management personnel.

National Agency Check

A personnel security investigation consisting of, as a minimum, a check of the Defense Control Index of Investigations and FBI Headquarters files including a technical fingerprint search.

normal processing

The extension of Service to the applicant and the recruiter which permits the full implementation of the Red Carpet program and is provided within the standard workday/week.

not later than (NLT)

When associated with projections, means that a Service must project applicants prior to this established cut-off time. A MEPS establishing a projection time earlier than this time would be more restrictive, and it is not permitted unless an exception to policy has been approved by the USMEPCOM Commander or Deputy Commander/Chief of Staff.

not earlier than (NET)

When associated with times, means that a MEPS may not establish an earlier time since that would be more restrictive to the Service.

one station unit training

When a enlistee completes Basic and AIT (advanced individual training) at the same location.

peak capacity

The maximum number of weighted exams a MEPS can perform in the standard workday given its medical staffing and facilities.

Preaccession interview (PAI)

An additional interview given by MEPS personnel (before the administration of the active duty Oath of Enlistment) to enlistees being discharged from the DEP to access. This is an additional aid to the Services in preventing fraudulent entry into the Armed Forces, detecting paperwork errors, and detecting improper recruiting activities.

Preenlistment interview (PEI)

An interview given by MEPS personnel to all applicants before entering the DEP, and all applicants accessing into the Reserves and National Guard. The purpose of the interview is to assist the Recruiting Services in preventing fraudulent entry into the Armed Forces. This interview is also used to verify the accuracy of the information contained on the enlistment documents.

prior service

See definition as prescribed by AR 601-270, (Military Entrance Processing Station (MEPS)) for each branch of the Armed Forces.

Report of Additional Information (USMEPCOM Form 601-23-E)

A form used by the MEPS to report additional information that may have a bearing on an individual's enlistment qualifications.

Reserve components

Reserve components of the Armed Forces of the United States are (1) the ARNG of the United States, (2) the Army Reserve, (3) the Navy Reserve, (4) the Marine Corps Reserve, (5) the Air National Guard of the United States, (6) the Air Force Reserve, and (7) the Coast Guard Reserve. Each Reserve component has three reserve categories: a Ready Reserve, a Standby Reserve, and a Retired Reserve. Each reservist shall be placed in one of these categories. (10 United States Code (U.S.C.) 261 and 267).

RETABS

"RETABS" is a trade name of an adhesive paper product manufactured by Identicator Corporation that is used to cover a questionable fingerprint before submission to the FBI. RETABS give the MEPS a second chance to obtain classifiable fingerprints.

separation

An all-inclusive term applied to personnel actions resulting from release from active duty, discharge, retirement, dropped from the rolls, release from military control of personnel without a military status, or death.

Service slice

The number of applicants per Service per day that can be processed at the MEPS when peak capacity is reached.

staff supervision

The processing of advising other staff officers and individuals subordinate to the commander of the commander's plans and policies, interpreting those plans and policies, assisting such subordinates in carrying them out, determining the extent to which they are being followed, and advising the commander thereof.

Sworn Statement (DA Form 2823)

A form used for taking sworn statements from applicants alleging improper recruiting practices, or from the preenlistment interviewer if an applicant refuses to make a sworn statement.

unclassifiable fingerprints (UF)

Fingerprints on a card (electronic or hard copy) found to be unclassifiable by the FBI due to missing or unclear characteristics necessary for classification. The MEPS will be notified by the investigating agency when captured fingerprints are unclassifiable, and the applicant will need to be re-fingerprinted.

weighted exams

A method of calculating medical section workload in terms of male and female physical examinations. Weighted exams are calculated using the formula in Figure 1-1 of USMEPCOM Regulation 40-1.